

Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



Competition # 367

International Education Administrative Assistant 0.5 FTE (17.5 hours per week – days and hours may vary) (Possible increase to full time depending on student enrollment) Catholic Education Centre

Start Date: December 1, 2020

Closing date for applications: November 13, 2020 @ 12:00 pm

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

The International Education Administrative Assistant performs a diverse range of administrative and clerical duties. This position takes direction from and reports to the International Education Coordinator and or Central Office Designate.

Primary Duties will include but are not limited to:

- Process International Applications and medical insurance plans
- Update and maintain International Education website
- Create and maintain International Education forms and share appropriately with schools
- Prepare custodian documents and acceptance letters
- Coordinate and attend monthly events with International students
- Attend orientation meetings and necessary virtual meetings
- Provide back-up clerical support to CEC

Education & Experience:

- The ideal candidate will possess a Business Administration Diploma and/or an ideal combination of education and experience and/or other related post-secondary certification directly relating to International Education/Travel.
- Basic knowledge of Graphic Design, Microsoft Office, Adobe and Google Suite is vital, with a willingness to expand knowledge through professional development.
- Exceptional organization and time management skills with the ability to work independently and take initiative, while effectively demonstrating a high quality work ethic in a multi-task environment is required.
- Professionalism in communicating with the International student community, parents, schools and central office personnel.

Please reply with cover letter and resume, pastoral reference (if available) and reference contacts. A Criminal Records Check and Alberta Child Services Intervention Record Check will be required upon commencement of employment. Remuneration will be as per the Central Office Support Staff Handbook. Please reference the Competition # on the cover letter. A support staff application form must accompany your cover letter and resume.

Application forms can be picked up at the Catholic School Board Office or available online under Employment at www.mhcbe.ab.ca

Please indicate interest by forwarding a current resume, cover letter and Division Support Staff application form to:

Human Resources
Medicine Hat Catholic Board of Education
1251 – 1st Avenue SW, Medicine Hat, Alberta T1A 8B4
Fax: (403) 529-0917
E-mail: resumes@mhcbe.ab.ca

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.