

Medicine Hat Catholic Board of Education



Competition #465 Fixed International Education Supervisor 1.00 FTE

Start Date: When suitable candidate is found

End Date: June 30, 2023

Closing Date for Applications: October 26, 2022 at noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2900 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*.

Description: The ideal candidate should possess a combination of education and experience to support the staff and students of the Medicine Hat Catholic Board of Education.

The successful candidate must:

- Reporting to the Deputy Superintendent in collaboration with homestay families, students and high school teachers, candidate is responsible for the recruitment and management of the international education program
- Supervise the international team to ensure the effective process of recruits (review applications, acquire immigration documents, study permits, secure medical insurance, visa remittances, custodianship, etc.)
- Develop marketing strategies and strong relationships focused on program growth/retention
- Travel as required for MHCBE representation
- Attend relevant education and networking conferences
- Manage the international education program budget
- Uphold current legislative governance as it pertains to international applications and immigration
- Attend relevant education and networking conferences for international exposure
- Be self-directed, independent, and highly motivated as an individual
- Have strong interpersonal and communication skills

Qualifications and Skills:

- Bachelor degree, or an equivalent combination of related education and experience is required
- Possess basic knowledge of graphic/web design with a diverse range of computer related skills
- Knowledge of True North and international experience is an asset

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Mr. Chuck Hellman, Deputy Superintendent at (403) 502.8352.

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to resumes@mhcb.e.ab.ca. Please reference the Competition # on the cover letter. A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)

Great Schools – Fantastic Staff – Exceptional Student Programming

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