

## Job Opening:

<b>Position Title:</b>	<b>International Education Projects Technician</b>
<b>Type:</b>	Regular Full-Time Position
<b>Department:</b>	International Education
<b>Under the Authority of:</b>	Judy Macdonald, Learning Enrichment and Support Services for Programs
<b>Function:</b>	Reporting to Coordinator of the Learning Centre and Enrichment and Support Services for Programs, the International Education Projects Technician supports teachers and staff in their organization and implementation of trips for groups of students, as well as teachers and students involved in student mobility projects. In the accomplishment of this mandate, the Technician is also responsible for the follow up and reporting of the various activities necessary for the realization of international projects. She/he also researches, documents, disseminates essential information required for carrying out the projects.

### Principal Responsibilities:

More specifically, but not limited to, the Technician

- Supports visits of groups of international students and foreign delegations to the College, as well as international students studying at Vanier;
- Arranges meetings, welcome activities, workshop and mentoring systems and liaises with other services as required;
- Provides assistance with accommodation and individual concerns of students
- Helps ensure funding and assists in the fund-raising projects; tracks budgets and identifies problems;
- Assists with securing financial resources for students and faculty involved in mobility projects, completes requests for funding agencies, liaises with funding agencies, Accounting and faculty and students involved, verify that funds have been spent appropriately and follows up with agencies supplying information and reports as required;
- Prepares budgets for student and faculty mobility projects, researches costs;
- Organizes and maintains the Conversation Partners' Program;
- Helps promote exchanges and activities through displays, newsletters, brochures;
- Ensures that appropriate policies, procedures and protocols are followed and that documentation is provided and updated;
- Updates policies and protocols, compiles and edits documentation for incoming and outgoing trips;
- Maintains and updates the International Education website and ensures that all necessary information is online.

**Other related tasks which fall within the scope of the classification of this position may be assigned.**

**Schedule:** Monday~Friday 9:00 AM TO 5:00 PM (7 HRS/DAY, 35 HRS/WK)

**Qualifications:** D.E.C. in Administration or Office Automation with an appropriate specialization, or equivalent diploma or attestation

### Competencies related to the specific position:

- Fluently bilingual (oral and written) **(to be tested)**
- Excellent English report writing skills. **(to be tested)**
- Intermediate knowledge of Microsoft Office Word and Excel. **(to be tested)**
- Ability to work with detailed information **(to be tested)**
- Knowledge of budget tracking
- Excellent interpersonal and organizational skills
- Excellent presentation skills **(to be tested)**

**Salary Range & Classifications:** Technicien en administration - \$17.49/hr - \$26.20/hr

**You must submit your application no later than: Monday, August 13, 2012**

**Please submit signed letters of application including your curriculum vitae to Human Resources.**

We wish to thank all applicants for their interest in Vanier College, but only those selected for an interview will be contacted.

*Note that internal candidates have priority for all postings.*

In accordance with its Employment Equity Policy and the Quebec government's Equity law, Vanier College encourages applications from qualified men and women, members of visible and ethnic minorities, aboriginal peoples and persons with disabilities.

If you wish to do so, you are invited to indicate whether you are a member of one of the above groups.