



PROVIDENCE

INTERNATIONAL STUDENT SERVICES COORDINATOR

ABOUT PROVIDENCE

The Providence campus is on 100 acres in southern Manitoba, 30 minutes south of Winnipeg (the Province's capital city) near numerous towns that offer opportunities for involvement in church and youth ministry.

The vision of Providence is to be identified among Canada's foremost Christian universities as a learning community that transforms students into leaders of character, knowledge, and faith, to serve Christ in a changing world. A Christian academic community in the evangelical tradition, Providence teaches people to grow in knowledge and character for leadership and service.

POSITION OVERVIEW

Full-Time Salary

Reporting to the Director of Student Development, the International Student Services Coordinator is responsible and entrusted to care for the international community at Providence physically, spiritually, emotionally and academically; also to fulfill the designated status requirements as per Citizenship and Immigrations Canada (CIC).

RESPONSIBILITIES

- Relationship and community building with international students
- Spiritual leadership of international students
- Administrative tasks related to CIC and student needs
- Planning and implementing international orientation
- International student advocacy, liaising, and crisis intervention
- Miscellaneous departmental responsibilities

JOB QUALIFICATIONS AND REQUIREMENTS

- Master's Degree in Intercultural Studies, Counselling, Student Development, or related field required
- Extensive cross-cultural experience and expertise required
- Proficient in MS Office 365
- Class 5 driver's license



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WORK ARRANGMENT

- Work hours vary given the nature of the position
- Occasional weekend and some evening responsibilities
- Providence is a faith-based institution and all staff are required to agree to a code of conduct. Our Staff Handbook outlines all institutional expectations, responsibilities, and benefits.

APPLICATION INSTRUCTIONS

- To apply, submit a cover letter and resume to hr@prov.ca
- Consideration of applications will commence on May 10, 2019 and continue until June 14, 2019, or until position is filled
- We thank all applicants for their interest, however, only those selected to proceed in the competition will be contacted.
- Questions regarding this position can be sent by email to hr@prov.ca