

Posting #24-163CU

International Student Recruiter Office of the Registrar Regular, Full-time

Purpose

Reporting to the Associate Registrar – International and the Director of Student Recruitment with the Office of the Registrar, the International Student Recruiter (ISR) represents and promotes the University of Northern British Columbia (UNBC) and its programs, facilities, services, and awards & financial aid for the purpose of encouraging enrolment. The ISR is a member of a highly motivated and professional international and student recruitment team that is involved in recruitment planning, strategic development, and the implementation of approved activities. The ISR will assist with market research and data analysis that informs international recruitment planning and the development of effective recruitment strategies. The ISR's primary responsibility is for international undergraduate recruitment; however, the ISR may be involved in domestic and graduate student recruitment, as required.

Responsibilities

Various recruitment methods will be utilized including online and face-to-face presentations, email, the web, social networking sites, and other emerging technologies. As the critical link in establishing access to educational opportunities at UNBC, the ISR will develop relationships with prospective international students to assist them in reaching their academic and career goals. The ISR will communicate information to the broadest possible audience regarding programs, awards and financial aid, housing and other facilities and services.

Duties include but are not limited to:

- Inspiring and motivating prospective international students to consider UNBC as their post-secondary institution;
- Providing in-depth responses to questions and concerns about all aspects of UNBC and all of our campuses, including inquiries regarding the lifestyle in northern British Columbia;
- Working closely with the International Team to help develop and implement international student recruitment strategies;
- Reviewing and evaluating enrolment data and recruitment activities from prior years in order to make recommendations on future activities;
- Reporting on changes in the international education systems, on market trends, on competitors' activities, and identifying emerging opportunities for UNBC;
- Working with the Agent Relations Coordinator to provide training and resources on UNBC to International Agents;
- Representing UNBC in a professional manner during all public outreach and university exposure events;
- Providing support to new international students with their transition to Canada and UNBC by providing arrival, course planning, immigration, and registration information;



- Acting as agent of referral to UNBC admissions, on-campus services, partner institutions, as well as other admissions offices at post-secondary institutions;
- Travelling to attend education fairs, and to visit high schools and colleges; and
- Providing support to the rest of the recruitment team as required and providing support during local and on campus recruitment events.

Qualifications

The successful candidate will possess an undergraduate degree (preference will be given to a holder of a UNBC Baccalaureate Degree), together with a minimum of two to three years of directly related experience in student recruitment and academic advising.

An equivalent combination of education and experience will be considered. Relevant experience will demonstrate:

- Understanding of university structures, policies, and procedures and knowledge of BC Colleges, institutions, and university programs and services;
- Understanding of the international student life cycle from recruitment to graduation;
- Understanding of international immigration and study permit requirements;
- Demonstrated ability to build and develop relationships;
- Tact and sensitivity handling complex and critical student situations;
- Knowledge of UNBC programs, courses, and services;
- Working knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA); and
- Regulated International Student Immigration Advisor (RISIA) or Regulated Canadian Immigration Consultant (RCIC) certification will be considered an asset.

The position requires a valid Class 5 BC Driver's License, a clear Criminal Records Check, and the candidate must hold (or be eligible to hold) a valid passport.

Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$74,019.40 to \$77,058.80 and the normal starting salary will be \$74,019.40.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven



into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeewellbeing@unbc.ca. Any personal information provided will be maintained in confidence.



Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-163CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on September 3, 2024.

