



Canadian Bureau for  
International Education  
Bureau canadien de  
l'éducation internationale

**TITLE:** Online Instructor  
**PROGRAM:** International Students and Immigration Education Program (ISIEP)  
**ORGANIZATION:** Canadian Bureau for International education (CBIE)  
**LOCATION:** Flexible – anywhere in Canada

### **PROGRAM BACKGROUND**

The implementation of Section 91 of the Immigration and Refugee Protection Act (IRPA) in 2013 restricted the provision of immigration advice for consideration to a regulated immigration consultant, lawyer or member of a limited number of other professions. After efforts from CBIE and the Canadian Consortium for International Education (CCIE), ICCRC announced that it would develop a new designation, later entitled Regulated International Student Immigration Adviser (RISIA). Following discussions with ICCRC, CBIE agreed to develop a RISIA education program, which was accredited by the Immigration Consultants of Canada Regulatory Council (ICCRC) in March 2016. To date CBIE has had two cohorts complete the program.

### **POSITION SUMMARY**

The Instructor will be responsible for the delivery of a CBIE branded, online, bilingual education program on Canadian immigration law and policy for International Student Advisers (ISAs) and other professionals employed at public and private designated learning institutions whose responsibilities include offering immigration advice to students. The program is a pre-requisite to write the entry-to-practice exam of the ICCRC to become a RISIA.

### **RESPONSIBILITIES**

- Works collaboratively with the CBIE ISIEP Team to utilize the competencies and learning objectives designated by the ICCRC to deliver the curriculum for the online education program
- Delivers instruction through pre-recorded and live online modules
- Leads synchronous discussions
- Provides interactive guidance and support to learners
- Grades assignments and tests using corresponding evaluation rubrics
- Reviews existing reading lists and recommends additions, as necessary
- Provides advice on engaging guest speakers
- Provides advice on a regular basis on updates to program curriculum and content, based on changes to immigration law and regulations in Canada and Québec
- In cooperation with the CBIE team, liaises with ICCRC and the educational community as necessary

## **QUALIFICATIONS**

- Five or more years relevant work experience in immigration advising
- Experience with student immigration, in particular as an International Student Advisor (ISA)
- Knowledge of Canadian and Québécois immigration law and familiarity with legislation and regulations pertaining to international students
- Knowledge of Brightspace by D2L and GoToWebinar software considered an asset
- Experience with online learning, instruction methods, preparation of webinars and web content for learning
- In-depth understanding of the role of an education sector student services professional
- Excellent verbal and written communication skills in French (English an asset)
- Proven organizational and time management skills
- Analytical skills, creativity and decisiveness
- Regulated Canadian Immigration Consultant (RCIC) designation, Regulated International Student Immigration Adviser (RISIA) designation, or a law degree/experience an asset

Applicants may apply as individuals or as part of co-instructing teams to fulfil the responsibilities and qualifications required for this position.

Please submit your CV and cover letter to [learning@cbie.ca](mailto:learning@cbie.ca).

The deadline for applications is June 16, 2017; however, we will begin reviewing CV's immediately. We thank all candidates for their interest but only short-listed candidates will be contacted.