



Kwantlen Polytechnic University

KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers. KPU strives to implement initiatives that will attract, support, engage, and retain KPU's people and create an environment where all employees see themselves as contributing to student learning.

The Opportunity

DIVISIONAL BUSINESS MANAGER, INTERNATIONAL Competition Number 17-120

KPU International at Kwantlen Polytechnic University has an exciting opportunity for a full-time regular International Divisional Business Manager. In this role, you will be working closely with the AVP International in administrative leadership and have oversight of the department. You will be identifying and tracking enrollment and retention issues during registration and implementing solutions, analyzing enrollment patterns and projections, and overseeing divisional statistical and reporting requirements. You will be accountable for the day-to-day administration, leadership, planning, and management of partnership projects and initiatives offered by the department to meet the requirements of external partnerships, agencies, and government stakeholders. You will also recruit, select, and provide orientation to assigned staff. The successful candidate will monitor and assess performance and employ strategies such as coaching and mentoring as appropriate to enhance performance as well as conduct annual performance reviews. You will act as the primary contact for Finance to ensure that accounting methodology, policies and procedures are well understood across the department and that procedures are followed for all financial transactions.

Please see job description located on our website for further information:

The Person

The successful candidate will hold a Masters' degree and a minimum of 5 years' of educational administrative experience in a relevant discipline. This position requires excellent written and verbal communication and cross-cultural skills, including a proven ability to communicate effectively in English with an ethnically diverse group of people. Fluency in a second language spoken in one of KPU's target markets is required. The ability to provide leadership and direction; analyze situations and develop effective solutions is required. A strong ability to plan and manage multiple projects in a rapidly changing environment is required.

The Benefits

The salary range for this position is \$74,000.00 to \$89,100.00. In addition, KPU offers a competitive benefits package that includes medical, dental, extended health benefits, an annual health spending account, life insurance, AD&D, and a defined benefit pension plan.

How to apply

To be considered for this exciting opportunity at one of B.C.'s Top Employers, please forward your resume, **quoting the competition number 17-120 to employ@kpu.ca**.

Please note this position will remain open until filled.

The successful candidate may be required to provide copies of post-secondary transcripts.

All qualified candidates are encouraged to apply; however priority will be given to those legally eligible to work in Canada.