



## 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

#### **INTERNATIONAL RECRUITMENT, ADMISSIONS & ARTICULATION MANAGER, SOUTH ASIA**

**Competition Number 17-121**

KPU International at Kwantlen Polytechnic University has an opportunity for a full-time regular International Recruitment & Admissions & Articulation Manager. In this exciting role, you will be responsible for both implementing and developing Kwantlen Polytechnic University's (KPU) international marketing and admissions strategy in specific markets in order to grow the number and quality of international students.

This position will be a member of KPU International's Recruitment & Admissions team and will provide leadership to a small group of regionally-focused international recruitment and admissions coordinators and external field representatives. You will be responsible for implementing KPU International student recruitment initiatives and supervise the admissions process for your regional team. Your position will report directly to the Director of International Recruitment & Admissions and will work collaboratively with other Recruitment & Admissions Managers and related staff. You will oversee the admissions process, including maintaining KPU's integrity during every stage and manage the process of verifying documentation. As a key member of KPU International, the Manager will have significant input into all issues relating to international marketing, recruitment and admission functions, and will represent KPU in a number of overseas countries.

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

### The Person

Qualifications for this position include a Bachelor's degree from a recognized university (Canadian or International) in a relevant field such as Marketing & Communications, Business Administration, Public Relations, Cross-Cultural Studies, Interdisciplinary Studies or Social Sciences, or other relevant fields. A minimum of two (2) years of relevant experience at an educational institution in the areas of education, marketing or leadership in an education setting (or other relevant field) is recommended.

Full fluency in English, Hindi and Punjabi is required with excellent written and verbal communication skills and proven ability to communicate effectively with a wide range of individuals at all levels internally as well as with external stakeholders internationally is essential in this position. Established success as a communicator in an international setting and sensitivity to the complexities of cross-cultural communication is needed.

The ability to think innovatively and creatively in planning and developing a fresh approach to existing activities is highly valued. Flexibility to take on a wide variety of duties and willingness to adapt work schedule as needed is required in this role, as is the ability to travel internationally on a regular basis.

The salary range for this position is \$58,900 to 68,300. 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.

### The Benefits

To be considered for this exciting opportunity at one of B.C.'s Top Employers, please forward your resume, **quoting the competition number 17-121 to: [employ@kpu.ca](mailto:employ@kpu.ca)**.

### How to apply

**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.***

