



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

JOB POSTING

In anticipation of the signing of a contract with Global Affairs Canada regarding the expansion of CBIE's administration of the International Scholarships Program (ISP), CBIE is seeking to fill the following position.

TITLE:	Program Coordinator, International Scholarships Program
SUPERVISOR:	Senior Manager, International Scholarships Program
DIVISION:	International Partnerships
LOCATION:	Ottawa
LEVEL:	Group 3 (full-time unionized position)

POSITION SUMMARY

Reporting to the Senior Manager, International Scholarships Program, the Program Coordinator, is a member of the team responsible for the delivery of the International Scholarships Program (ISP) for Global Affairs Canada. The Program Coordinator provides support to the team in key areas such as processing of scholarships, statistical/data management and event planning.

RESPONSIBILITIES

- Conducts screening of scholarship applications according to a set of criteria
- Assists in the organization of national and international events for the team such as round tables, collaboration missions, study tours, orientation sessions, selection committee meetings, conferences, official public ceremonies or receptions by handling logistics, identifying speakers, issuing invitations, preparing agendas, etc.
- Organizes and supports selection committees for the purpose of awarding scholarships, grants or awards, or allocating scholarships according to provided directives and criteria
- Reviews and processes contribution agreements, invoices and reimbursements and assists with budget preparation
- Develops and maintains detailed excel spreadsheets to capture complex program data
- Responds to program statistical and data requests from Global Affairs Canada
- Responds to requests from Global Affairs Canada for matters related to the application database
- Updates the application database with all relevant applicant documentation and information
- Drafts content for narrative reports
- Performs other administrative duties to support the Senior Manager and Program Manager(s), as required
- Plays a role in supporting corporate CBIE activities and participates in regular staff meetings/events
- Performs other duties as required.

QUALIFICATIONS

- Completion of university degree, or equivalent required.
- Minimum one (1) year demonstrated experience working in the administration of scholarship or relevant post-secondary programs, including financial administration and event planning
- Experience working with data and statistics via databases and complex Excel spreadsheets
- Experience working with Canadian post-secondary institutions to support the creation of linkages or agreements with non-Canadian institutions
- Excellent communication skills in English and French, oral and written. Knowledge of Spanish and Portuguese is an asset
- Good judgement, tact and diplomacy in dealing with government officials, the public, members, staff and clients from different cultures.
- Uses appropriate protocol when communicating with high level officials at events and in correspondence
- Strong organizational and interpersonal skills
- Strong attention to detail and ability to multi-task
- Client-service orientation
- Ability to work independently and as a team member, cope with workload pressure and deadlines, and work in a results-based environment
- Strong computer skills including MS Office Suite (Access, Word, Excel, Outlook)
- Interest in/willingness to travel. Travel to events is required including evenings and weekends
- Thorough knowledge of Canadian post-secondary education system/admissions process, at all levels including ESL/FSL
- Government of Canada Reliability Status will be required.

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at www.cbie-bcei.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 19-06, to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest but only short-listed candidates will be contacted.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender and sexually diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

September 2019