



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

JOB DESCRIPTION

TITLE:	Program Coordinator
SUPERVISOR:	Director, International Scholarships
LOCATION:	Ottawa
LEVEL:	Group 3 (full-time unionized position until August 31, 2022 with possibility of extension)

POSITION SUMMARY

Reporting to the Director, International Scholarships, 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 such areas as administration of the scholarship cycle, including selection, inquiries, and database administration as well as event planning, communications and financial administration.

RESPONSIBILITIES

- Conducts eligibility screening of scholarship applications according to a set of criteria
- Serves as primary point of contact for all program inquiries, drafts streamlined replies and directs questions
- Conducts preliminary review of outgoing documents, including grant agreements and letters, ensuring consistency across scholarships
- Reviews and processes invoices and reimbursements and assists with budget preparation
- 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
- Assists in the organization of national and international events for the team such as collaboration missions, study tours and selection committee meetings by handling logistics, identifying speakers, issuing invitations, preparing agendas, etc. while respecting Treasury Board guidelines
- Drafts written content for program newsletters, communications, narrative reports to project funder
- Performs other administrative duties to support the Director 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 programs or government programs
- Excellent communication skills in English and French, oral and written. Knowledge of Spanish is an asset
- Good judgement, tact and diplomacy in dealing with government officials, the public, members, staff and clients from different cultures.
- 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
- Thorough knowledge of Canadian post-secondary education system
- 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 22-01 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.

January 2022