

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

International Program Assistant

SUMMARY

Under the limited direction of the Principal of the Saanich International Students Program (SISP) and the day-to-day supervision of the Senior Manager provides a variety of clerical, secretarial and administrative services to support the effective and efficient operation of the SISP office.

DUTIES & RESPONSIBILITIES

- Processes student applications and related records, which requires the collection, recording and entry of information in the international data base; create immigration documents for notary signature; offering letters for off-shore agencies, student profiles and school registration forms.
- Creates and maintains the English assessment online spreadsheet for new students
- Stays current with Canadian immigration/student visa requirements and oversees the collection of documents from students to ensure their documents comply with Canadian student visa requirements.
- Communicates with students as they prepare study permit and visa applications.
- Liaises with certified immigration consultants, agents and student's parents as required.
- Oversees registration in the BC Medical Services Plan (MSP) and private insurance provider assuring all students are covered by medical insurance for their period of stay with the International program.
- Generates and submits requests for students' medical insurance; registers students in the MSP database, records and distributes students' medical cards, and monitors extensions and cancellations for billing purposes.
- Updates the SISP website, and social media channels.
- Assists Administrators with marketing and promotion communications with international agencies and recruiting.
- Organizes and prepares cost estimates for field trip events, which requires liaising with tour companies, scheduling reservations with various venues, booking transportation and BC Ferries, as well as being responsible for the accurate completion of company waiver forms, school district field trip forms, itineraries, rooming plans, medical information, homestay contact information and student attendance for all chaperones.
- Assists in the organization of various monthly activities, including new student orientations, banquets, dances, farewells. Researches and books recreational activities, flights, hotels, restaurants, halls and meeting rooms. Contacts caterers, event planners, entertainment and prepares invitations and advertising for schools. Generates pertinent paperwork including tickets and student lists for event security. Programs, orders and assists in food and beverage pick up, designs event layout, decorating and cleaning up
- Chaperones events as an ambassador for SISP.
- Coordinates District Travel Applications, ensuring all information is accurate, approved and shared with homestay and appropriate SISP staff in a timely manner. Confirms overnight and flight stays with the hosting adult.

- Prints quarterly student report cards and distributes to parents and agents.
- Submits report cards to various government agencies and consulates, notary publics (if applicable) for authentication, and directs returned documents to parents and agents.
- Greets and puts at ease clients from all over the world showing sensitivity to international courtesies and protocols.
- Creates online surveys for compiling program statistics.
- Maintains, prepares and liaises with the English language assessment team (ELSA)
- Creates invoices, receives payment and distributes letters of offer and acceptance through the international database.
- Prepares leaving certificates/gifts, participates in distribution at farewells/banquets.
- Records, prepares and distributes various lists, detailed spreadsheets and reports from the International data base and MyED.
- Composes routine correspondence.
- Maintains current agent agreements
- Reviews, prepares and distributes new agent packages and agreements.
- Purchases items for office, events and field trips.
- Prepares and distributes student information to schools.
- Receives and verifies invoices and the delivery of goods.
- Maintains the international database.
- Answers, screens and refers inquiries from a wide variety of sources.
- Takes meeting minutes as required
- Tracks all student arrival and departure flight information in the international database
- Maintains the office photocopier
- Monitors and maintains the criminal record checks (CRC) of all homestay families in the international database ensuring they are current.
- Liaise with International parents who arrive in the Saanich School District who are here on either a Work or Study Permit. Collect appropriate documents and arrange meeting with parent and Principal of SISF to determine funded eligible status.

* *Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- One year Office Administration certificate
- Three years recent and relevant clerical administration experience in a school setting
- Working knowledge of general office procedures
- Strong knowledge of spreadsheet, databases and word processing software

* *Or equivalent combination of training and experience*

DESIRABLE SKILLS AND KNOWLEDGE

- Knowledge of the International Studies Program
- Working knowledge of Canadian immigration and student visa processes and procedures and registration/eligibility requirements for MSP
- Demonstrated effective interpersonal and communication skills as well as the ability to exercise discretion in determining the importance and urgency of telephone messages, correspondence and enquiries from the public, external agencies, and international students at all levels
- Proven ability to work as an effective team member, exercise initiative, maintain calm during periods of high work load, work with frequent interruptions

- Demonstrated ability to compose business correspondence
- Minimum word processing speed 50 W.P.M.

DATE

June 2022

December 2015