



<b>Job title:</b>	International Admissions Officer
<b>Administrative unit:</b>	Office of Admissions, Registrar and Student Services (OARSS)
<b>Immediate supervisor:</b>	Registrar
<b>Work schedule:</b>	35 hours per week
<b>Start Date:</b>	June 2017 – One (1) year contract
<b>Salary Scale:</b>	\$51,816 - \$60,961

Saint Paul University (1848) is the college founder of the University of Ottawa, with which it maintained a federation relationship since 1965. Bilingual and human scale, it has nearly 1,000 students; it offers social communication programs, counseling and psychotherapy, canon law, public ethics, conflict studies, philosophy, theology and human relations. Saint Paul University offers an environment conducive to professional growth and competitive benefits.

### Summary

The International Admissions Officer is responsible for processing and assessing applications for admission and admission scholarships for all Saint Paul University (SPU) programs, particularly those submitted by international candidates. He is also responsible for the interpretation and application of practices, processes and policies aimed at increasing the efficiency of the admission process and meeting the enrolment objectives of the OARSS and the University. He develops and maintains in-depth knowledge of international education systems. Working knowledge of immigration law as it pertains to study visas is an asset.

### Primary responsibilities

- Develops, evaluates and delivers information services offered to potential candidates in order to identify their needs and advise them about available programs of study, admission scholarships and admission criteria in light of their academic background and career objectives.
- Analyzes and assesses applications for all admission cycles in keeping with University requirements, and ensures that all requirements are met. Determines the eligibility of each candidate, oversees data entry, and prepares files for evaluation by the admission committees (graduate studies). Verifies the accuracy of the lists of various categories of students' status and corrects them as required.
- Receives and processes documents submitted by students during the admission process in order to identify official and non-official documents, in keeping with established guidelines. Ensures the efficient and accurate digitization and indexing of student files, and is responsible for the accuracy and integrity of admissions data entered into the Student Information System (SIS). Reports any problems to the person in charge of academic services.
- Enters recommendations for offers of admission and scholarships into the computer system, and participates actively in the updating of information related to admissions on the University's website.
- Accepts, defers or turns down applications based on the assessment of the dossier of each candidate in keeping with the admission criteria, and provides follow up with candidates.
- Works closely with the Admissions Coordinator to plan and coordinate admission cycles; informs him of any problems encountered during the admission cycle, and proposes changes and solutions to ensure maximum efficiency and quality of services offered to international candidates.
- Serves as an expert advisor on international education systems in order to advise the faculties and to determine degree equivalencies, the accreditation of institutions, marking criteria and the authentication of documents.
- Calculation of averages: Calculates admission averages for Canadian and international students using University standards. Checks accreditations of Canadian and international universities and

authenticity of documents submitted for student applications, and remove admission conditions at the appropriate time. Calculates any other averages required during the students' studies.

- Advises admission committees on the interpretation of University regulations. Works closely with the directors of graduate study programs and academic officers in order to maintain an effective communication network.
- Promotion: Participates in promotional activities for SPU study programs, including on-campus Open House events.
- Develops and maintains in-depth knowledge of the international academic sector through organizations such as WES (World Education Services), ICAS (International Credential Assessment Service of Canada), CES (Comparative Education Service), etc.
- Develops and maintains in-depth knowledge of Canadian and international education systems, as well as (in collaboration with the Director, International Office) immigration procedures, particularly visas, in order to plan offers of admission and authenticate documents received.
- As required, supports the Academic Advisor, Undergraduate Studies and the Student Advisor, Graduate Studies to ensure excellent service to students and deal with unforeseen circumstances.
- Participates in the improvement of the uoCampus system through testing and validation.

### **Education, Experience and Skills**

- University degree.
- In-depth knowledge of the post-secondary education system, academic regulations and university services, acquired through post-secondary education or equivalent experience.
- Knowledge of international education systems.
- Working knowledge of immigration procedures pertaining to student visas is an asset.
- Experience in managing school operations (registrations, admissions, scholarships, etc.).
- Experience in analyzing, managing and verifying academic records.
- Experience in interpreting, applying and explaining regulations and methods.
- Experience in advisory and customer service in an academic setting.
- Knowledge of the SIS/uoCampus computer systems, and software including Windows, word processing, database management, spreadsheets, email and Internet.
- Experience in bilingual administrative writing.
- Strong interpersonal skills and problem-solving skills.
- Ability to work as part of a team.
- Experience with a multicultural clientele.
- Ability to work under pressure and meet tight deadlines.
- Bilingualism (spoken and written).

We thank all applicants for their interest in this position. We will be contacting only those candidates who have been chosen for the next step of the selection process.

*We are committed to ensure employment equity and we encourage the participation of all Canadians. If your application is successful and you think you need accommodation during the selection process, please notify us. Your personal information is protected under the provisions of the Privacy Act.*