



POSITION DESCRIPTION

POSITION TITLE: **MARKETING AND STUDENT SUPPORT SENIOR MANAGER**

POSITION CLASSIFICATION: **PG5, Year 1**

DEPARTMENT: **Victoria International Student Program**

POSITION SUMMARY

Victoria International Student Programs, a division of the Greater Victoria School District #61, requires a manager to support a number of initiatives designed to enhance the experience of students in the school district.

The primary responsibility of this position will be to enhance the ability of students to develop intercultural competencies and support the management and administration of the Greater Victoria School District's Global and Intercultural Skills Program (GISP). This includes supporting the development and maintenance of a sustainable international exchange program for students in the Greater Victoria School District. This exempt staff employee supports and leads students, schools, overseas parents, overseas schools and partners, homestay parents, and international program staff on this primary area of responsibility.

REPORTS TO

Director of International Student Program (ISP).

ACTIVITIES

The secondary role of this management position will be to arrange and coordinate activities for international students. This position will also build capacity for international students to engage with the local community as part of the Global and Intercultural Skills Program.

OTHER PROGRAM RESPONSIBILITIES

The manager will also be available to provide and direct support services to international students and their families. The individual would be responsible to managing different aspects of ISP short-term group programs that occur during the course of the year.

This is a role for a self-starting individual who is able to work with the international student program, school-based staff, and homestay families to address student needs in a number of different areas.

DUTIES SHALL INCLUDE, BUT NOT LIMITED TO THE ARRANGEMENT OF:

- Promoting the Global and Intercultural Skills Program
- Coordinating the Global and Intercultural Skills Program
- Coordinating Student Activities
- Coordinating Short-Term Programs
- Program Development
- Program Evaluation
- Marketing and Promotion

REQUIREMENTS

This position will require a creative, engaging, problem-solver who has university training in education or a related field. It is expected that the individual has, or is in the process of, attaining a Master's degree in Education or a related field. The following are required:

- Demonstrated management experience and a teaching background
- Experience teaching and/or living overseas
- A strong ability to work with the students and staff
- This position will require weekend work
- Must have own car and have the ability to use on a daily basis