

JOBS AT CBIE

The Canadian Bureau for International Education (CBIE) is an Ottawa-based, not-for-profit membership organization dedicated to the promotion of international education in Canada and abroad.

CBIE is currently seeking candidates for a number of positions within its International Scholarships Division. The following positions will be based in Ottawa and/or in the United States:

1) Academic Advisors:

The Academic Advisors will be responsible for managing a large number of international students based in Canada and/or the United States. Their management will ensure that CBIE is fulfilling all contractual obligations with a focus on results including timely placements, successful completion and on-time graduation. These responsibilities will include:

- Academic monitoring including regular communications with the students and the host institutions to ensure that the students are enrolled in their discipline and following their study plan.
- In consultation with the Placement Advisors, ensuring that the students are appropriately placed in their academic program.
- Overseeing the Program Administrators who are responsible for support logistics such as immigration, health insurance and student travel.
- Management and verification of the student academic allowances including monthly living, book, research, tuition fees, etc.
- Academic reports for each of the students with recommendations for improving student performance relative to the client's goal.
- Student support services including academic and social counseling.
- Pre-departure briefing and on-arrival orientation.
- Travel may be required, including some international and domestic travel.

As well as the qualifications listed below, the Academic Advisors should possess excellent program management, communication, and analytical skills. They must be able to solve problems and make decisions based on sound judgment. Thorough knowledge of the post-secondary education system in Canada and/or in the United States is required.

2) Placement Advisors:

The Placement Advisors will be responsible for the placement of international students at all university levels including English/French as a Second Language, undergraduate, graduate and postgraduate medical. The Placement Advisors, working in cooperation with the Academic Advisors, will have the following responsibilities:

- In consultation with the Academic Advisor, ensure that all students are appropriately placed in their disciplines.
- Establish and strengthen links with project partners within the academic community and the private sector, for the purposes of placements and support services.
- Place the students in quality programs that are recognized and accredited by the relevant professional agencies.
- Negotiate the most favorable terms and conditions for seats at universities.
- Ensure that students' documentation is in order.
- Liaise with university officials to ensure that all necessary documentation has been received and that the applications are being processed in a timely manner.

- Provide regular summary reports to the Academic Advisors and to the client on the students' placement status.

As well as the qualifications listed below, the Placement Advisors should possess excellent program management, communication and analytical skills. They must be able to solve problems and make decisions based on sound judgment. Thorough knowledge of the post-secondary education system in Canada and/or in the United States, including postgraduate medical programs, is required.

3) **Program Administrators:**

The Program Administrators will support the Academic and Placement Advisors in providing ongoing administrative services to the division. These responsibilities will be shared among a team of other Program Administrators and will include:

- Provide placement support to the Placement and Academic Advisors on matters related to the placement and admission of students. Includes documentation preparation, follow-up with the institutions, communication with the students, completion of applications, processing of application fees etc.
- Facilitates visa processes and serves as the key contact point for all immigration matters. Maintains a visa tracking system for new students and communicates with the Canadian Embassy abroad.
- Ensures that all students and their dependants are enrolled in the Student Health Insurance Plan and handles inquiries from students and the health insurance provider on all matters related to the health insurance.
- Facilitates student and staff travel.
- Requests academic transcripts and progress reports from institutions and enters grades in the student database.
- Assists in organizing institutional visits.
- Assists in the compilation of academic reports.
- Ensures that information in the database is accurate and up-to-date and provides regular reports to the Academic Advisors.
- Assists in organizing on-arrival orientation sessions for incoming groups of students and other meetings as required.
- Maintains and updates student listservs.
- Issues sponsorship letters to students.

The Program Administrators should possess the qualifications listed below.

4) **Financial Administrators:**

The Financial Administrator is responsible for the provision of ongoing financial support to the International Scholarships Division in the areas relevant to financial matters, including all payments to scholars, clients, suppliers and all invoicing and financial reporting to the clients. The responsibilities will include:

- Process authorized monthly living allowance payments each month as well as other allowances as per the scholarship entitlements.
- Process authorized requests for reimbursement from students and ensures that required receipts and supporting documentation are attached.
- Processes tuition fee invoices from institutions as authorized by the advisors. Verifies accuracy of amounts and processes for payment. Liaises with the institutions as required.

- Assists with budget preparation and administrative fee invoices.
- Prepares monthly financial report and imprest budget, in cooperation with Advisors.
- Prepares annual budget and projections
- Prepares various financial reports.
- Maintains financial filing system
- Assists in annual organizational audit
- Assists in the preparation of statistical reports.

In addition to the qualifications listed below, the Financial Administrator should possess the following qualifications:

- College diploma in accounting
- Two years relevant business experience
- Competency and experience in Excel, Word and computerized accounting programs (**ACCPAC for Windows** preferred); ability to adapt to new versions and/or new programs
- Strong knowledge of databases and web systems; ability to analyze system needs, propose innovations and guide their implementation
- Knowledge of Acrobat Reader & Writer, and HTML would be an asset.

QUALIFICATIONS (All positions listed above):

- Client-service orientation.
- Excellent communication skills in English. Knowledge of French and Arabic an asset.
- Diplomacy and tact in dealing with clients from different cultures.
- Excellent interpersonal skills, judgment and tact.
- Ability to work independently and as a team member.
- Ability to cope with workload pressure and deadlines.
- Ability to work in a results-based environment.
- Strong computer skills.
- Thorough knowledge of post-secondary education system in Canada and/or the United States.
- Demonstrated familiarity with, or experience in, Arab countries and culture; a range of cross-cultural experience and international development experience preferred.
- Five years relevant work experience.
- Undergraduate degree and preferably a Master's degree Social Sciences /Education/International Relations or equivalent work experience in international scholarships and trainee management.

5) Network Administrator:

Primary Duties:

- Installation, administration and maintenance MS Windows 2000/2008 Servers
- Installation and maintenance MS Windows XP/Vista/Windows7 work stations
- Administration and maintenance MS Exchange Server 2000
- System/data backup/restore
- Software installation/upgrade [Exchange, IIS, SQL Server, MS Office, Adobe CS4, VPN, ...]
- PC repair and upgrade
- Ensure virus protection
- Printers/phones maintains

QUALIFICATIONS:

Essential:

- University/college degree
- 3 years experience in corporate network administration
- Excellent communication skills in English.

Asset:

- Arabic language skills
- Experience with or knowledge of databases [multi-language support/update/reports, MS Access, MS SQL Server]
- Experience with or knowledge of programming languages: HTML, ASP, JavaScript, SQL
- Experience with or knowledge of web programming [corporate/project websites, multi-language support/updates]

CBIE offers a comprehensive benefit package which includes an attractive pension plan as well as life, medical and dental insurance.

Applications identifying the position of interest should be sent to jobs@cbie.ca in either Word or PDF format. While all responses will be appreciated and handled in strictest confidence, only those being considered for interviews will be acknowledged.