

ASSISTANT MANAGER - International Education

Surrey is a large, dynamic and progressive school district with approximately 72,000 students including over 1,000 fee-paying international students and 125 schools.

Position Description

Surrey Schools invites applications for an Assistant Manager position. Under the direction of the Manager, International Education, the Assistant Manager is responsible for marketing Surrey Schools internationally to promote long-term educational programs. Additionally, the Assistant Manager is also responsible for liaising with schools for student academic and behavioural concerns, being an active member of the international student admissions committee, new student orientation and quarterly student activities, overseeing international student and teacher summer programs.

As part of the International Education management team the Assistant Manager will coordinate with other district departments in the development of marketing strategies, the preparation of relevant advertising materials, be responsible for growth and development of the department's social media activities and the implementation of initiatives to increase enrolment and diversity.

An integral part of this position includes building and maintaining relationships between business partners, educators, parents and students. The Assistant Manager will be responsible for overseeing the development and maintenance of up to six overseas markets.

In the absence of the Manager, the Assistant Manager assumes overall management responsibilities of the International Education Office.

The ideal candidate will have the following:

- An undergraduate degree in a relevant field (i.e. education, business administration, marketing)
- Experience in an educational environment
- Experience working with culturally diverse populations
- A demonstrated record of success in the international education sector
- A record of progressively responsible positions
- Demonstrated experience with social media applications
- Excellent interpersonal, oral, written and cross-cultural communication skills
- Fluency in a second language would be an asset
- Special consideration to those with a teaching background

- Direct experience with student recruitment and retention
- Knowledge of trends and best practices in K-12 international education including British Columbia Ministry of Education and Citizenship and Immigration Canada policies
- Proven ability to build and maintain relationships between business partners, educators, parents and students

The successful candidate must also hold a valid passport and have extensive experience with independent overseas travel. Overseas travel up to seven times per year for a period of ten to eighteen days at a time is required. A valid BC driver's license and daily access to a vehicle is required. A criminal reference check will also be required.

Pay and Benefits

Exempt Pay Grade 5: \$74,034 - \$80,902 with a generous benefits package

Information and Application

For additional information please call Angela Olson, Manager, International Education at 604.595.6170. Applications with supporting documents are requested by 4:00pm on Friday, December 4, 2015, and should be addressed to:

Ms. Judy Connor
Director of Instruction
Surrey Schools
14033 – 92 Avenue
Surrey, BC V3V 0B7

Note: Only those selected for further consideration will be contacted.