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Anglophone North School District

Admission and International Student Liaison – (1-year term position with possibility of extension)
Office of the Superintendent
Competition #25-063

Duties of Position: As per attached job descriptions. Essential and Desirable Qualifications: As per attached. Candidate must be capable of carrying out assigned duties and possess the ability to work as part of a team. Written and spoken competence in English is essential.

Description

The Newcomer Support and Welcome Center Admissions Officer, reporting to the EAL Subject Coordinator, supports the registration and welcoming of newcomer and international students in all ASD-N schools. This includes responsibility for communication with families before and during registration, data analysis, management & reporting, invoicing of international students, keeping current on immigration regulations and trends federally, provincially and within Anglophone School District North through participation on committees and working groups at each of these levels.

Areas of Responsibility

- Lead and develop a communication plan for prospective families.
- Coordinate systematic and efficient handling of applications and communications with parents of student applicants as well as school administrators/admin staff.
- Verify the applications of prospective students based on EECD admission standards and IRCC immigration policies.
- Conduct virtual or in-person meetings with parents to finalize registration process.
- Process student registrations – organize, manage, and oversee the input of registration information into Power School and other record systems.
- Oversee and participate in the development of admissions materials, marketing practices and webpage.
- Manage student data and provide up to date reports to the EAL Subject Coordinator and Management team as requested.
- Prepare admissions reports by collecting, analyzing, and summarizing data and trends.
- Invoice and track payments for fee paying students.
- Meet with visitors on exploratory visits to New Brunswick
- Participate in EECD and ASDN meetings as required.
- Liaise with settlement agencies and ethnocultural groups within ASD-N
- Use data to forecast enrollment trends in order to hire, train and schedule casual support staff.
- Research updated IRCC information to support required registration documentation.
- Perform jurisdictional scans and align process with best practices.

Qualifications and Experience

- Experience working with people from diverse cultural and language backgrounds.
- Demonstrated ability to work well under pressure and deal courteously with newcomer families, settlement agencies, school administrators and admin staff.
- Knowledge of K-12 education system in NB and ability to use policy and departmental procedures to problem-solve day to day issues.
- Ability to plan, organize and prioritize tasks and meet deadlines, maintaining accuracy and attention to detail.
- High level of computer literacy, including Microsoft office and database applications
- Excellent interpersonal skills, including professional email and phone communication skills.
- Ability to create and maintain detailed records.
- Able to work independently and as part of a team.
- Experience delegating and assigning tasks appropriately to support staff.
- Experience working with immigrants and knowledge of IRCC (Immigration, Refugees and Citizenship Canada) is an asset.
- Bachelors degree in international relations, project management, education, sociology or related field of study

QUALIFICATIONS

Work at this level requires competence normally gained through the equivalent of a University Degree in a related field of study: Organizational Management, English Additional Language, International Studies and four (4) more years of related experience.

We are an Equal Opportunity Employer and we promote a scent-reduced environment.

Salary: MNU Pay Band 3 (\$2,017 - \$2,818 bi-weekly)

Contract Start Date: June 1, 2025

Closing Date: April 22, 2025 @ 12:00pm (noon)

Apply To: All Applications must be submitted through Appy to Education Links can be found on ASD-N Human Resources for Apply to Education under each posting <https://asdn.simplification.com/>

We would like to thank applicants in advance for their interest in these positions since only those chosen for an interview will be contacted. Visit our website at www.asd-n.nbed.nb.ca.