

## POSITION AVAILABLE

### **Regional Manager-New Brunswick International Student Program (ASD-W) 2 Year Contract with Possibility of Renewal**

#### THE OPPORTUNITY

NBISP is searching for a student-focused, dedicated Regional Manager to join our fantastic and growing team. As a Regional Manager (for Anglophone West School District, ASD-W), the successful candidate will work closely with agents, students, homestay families, and other members of our team to ensure that students enrolled in our program receive a well-rounded and rewarding experience while in New Brunswick. The work schedule is flexible and requires availability to accommodate the various global time zones and requests of agents, students, and homestay families, which will include evening and weekend responsibilities.

The position location is remote but the successful candidate must live in the Anglophone West School District catchment area as they will be expected to work closely with the Anglophone West School District and be available for students within the district. This position is responsible for managing all aspects of an international student's experience while in their region of New Brunswick. The position of Regional Manager reports to the Director of the New Brunswick International Student Program.

#### THE ROLE

the Regional Manager, as part of the management team for NBISP, will work to complete their responsibilities. These responsibilities will include, but are not limited to:

- Work with school and school district personnel to manage all aspect of a student's experience in the Anglophone sector of the New Brunswick public education system (including but not limited to school placement, course schedules, monitoring of academic performance, collection of student reports and transcripts).
- Act as the primary contact with agents on student-related issues (behavioural, academic, etc.).
- Work with regional team to manage all aspects of the homestay program, including but not limited to the approval of homestay families and the placement of students with families, orientations for homestay families, trouble-shooting issues as the arise within the home, and assist with the removal of students from homestays, as required.
- Work with regional team to manage all other aspects of the student's experience while in New Brunswick (including but not limited to student activities, cultural trips, university tours, etc.).
- Work with regional team to increase awareness of the program within the region.

#### WHO WE ARE

Atlantic Education International (AEI) through its New Brunswick International Student Program (NBISP) welcomes youth (aged 11-18) from around the world to come to New Brunswick to study

in the Anglophone sector of our public education system. One of the strengths of the NBISP is its homestay program. Each student who participates in the New Brunswick ISP is closely matched with a host family who lives in the area of the school that they will attend.

*Your attitude, skills and interests are just as important as your area of study/or experience. We are looking for diverse backgrounds that bring a combination of the following:*

**NEED TO HAVE** (their essential skills and qualifications)

- Minimum of 8 years of relevant work experience in education, business, or other people/student-oriented employment
- Experience working with youth ages 11-18 years old
- Bachelor's degree in related field with graduate degree or additional applicable certification
- Evidence of integrity, resourcefulness, diplomacy, leveraging networks, cross-cultural empathy, and complex ethical decision-making
- Excellent written and spoken English language skills; additional language skills considered an asset
- Ability to travel and work highly flexible hours.
- Candidates must possess a valid driver's license.

**NICE TO HAVE** (their asset qualifications)

- International experience
- Experience and/or knowledge of the New Brunswick public education system
- Knowledge of database systems and computer technology
- Experience dealing with stakeholder groups
- Experience with relationship management

Salary range is \$71,812 to \$95,550 annually, depending on qualifications and experience.

Interested parties for the Regional Manager position are invited to send a cover letter explaining their suitability, a complete resume, and the names of three referenced to [aeihr@gnb.ca](mailto:aeihr@gnb.ca) on or before **September 14<sup>th</sup>, 2023**. Interviews will take place by the end of September and start date will be as early as possible following the interviews. We look forward to having the successful candidate join our team.

Your next professional adventure awaits!