



*School District No. 64 (Gulf Islands) invites applications for the continuing 0.5 FTE excluded staff position of International Student Program (ISP) Assistant. The effective date is August 15, 2018.*

### **The Position**

This position requires exemplary communication, judgment and action in support of district staff, students, homestay parents and members of the public. The successful applicant will have superior interpersonal skill, be self-directed and emotionally intelligent. The ISP Assistant reports to the Manager of International Programs. Ability to work independently and as part of a team while maintaining a high degree of efficiency, organization and confidentiality is paramount.

The ISP Assistant will be responsible for providing a full range of support services to the Manager of International Program, including:

- ▶ Providing accounting support for the International Programs budget
- ▶ Maintaining the student management system and International student data base
- ▶ Creating and maintaining complex documents; internal and external communications and research and analysis of data
- ▶ Providing leadership to the student activities program
- ▶ Assisting with the planning of special events and meetings
- ▶ Liaising with international, district and community officials and responding to inquiries and requests for information

### **The Community and School District**

We place students at the heart of our work and aspire to the values of trust, responsibility, opportunity, sustainability, collaboration and diversity.

Gulf Islands School District is located in the Salish Sea (Strait of Georgia) and is home to five island communities – Salt Spring, Pender, Galiano, Mayne and Saturna as well as Windsor House School in North Vancouver. The District currently serves 1730 students and is proud of its quality programming, including successful Aboriginal programming, thriving International Program, performing arts academy, ecological, nature based, and late French Immersion programs.

### **The Applicant**

The successful applicant will possess:

- ▶ Post-secondary education in Business Management or Accounting and an advanced level of proficiency in office procedures, accounting, business writing and computer software
- ▶ Minimum of 2 years' experience in a similar support role
- ▶ Exemplary interpersonal skills and ability to work independently and as a member of a team
- ▶ The ability to exercise considerable independent action in the performance of all duties and the ability to work under pressure in a wide variety of assignments

Review of applications received will commence on **Monday, June 25, 2018 at 4:00 p.m.** You are encouraged to submit your application prior to this date for full consideration; however, the competition will remain open until a successful candidate is found or until otherwise advised on our website.

**Inquiries and complete application packages in a single PDF document should be directed to:**

Linda Underwood, Director of Instruction, Human Resources  
c/o Dawne Fennell, Executive Assistant at [dfennel@sd64.bc.ca](mailto:dfennel@sd64.bc.ca)  
School District No. 64 (Gulf Islands)  
112 Rainbow Road  
Salt Spring Island, B.C. V8K 2K3  
Email: [lunderwood@sd64.bc.ca](mailto:lunderwood@sd64.bc.ca)

***Please note: incomplete applications will not be considered.  
Thank you to all who apply; however, only those individuals chosen for an interview will be notified.***