



JOB POSTING

TITLE:	Director, Academic Placements, Brazil <i>Ciência sem Fronteiras</i> (CsF) Scholarship Program
SUPERVISOR:	Vice President
DIVISION:	Canadian Partnerships
LOCATION:	Ottawa

POSITION SUMMARY

Supervising a team of approximately twelve Program Managers, Coordinators and Administrative Assistants, the Director is responsible for overseeing the management of the Brazil *Ciência sem Fronteiras* (CsF) scholarship program, which is administered by CBIE. Under the supervisor of the Vice President (VP), the Director is responsible for managing relationships with Canadian and International program stakeholders – the Project Authority (funder) government, diplomatic representatives, educational institutions, current and prospective participants, as well as strategizing for the success of the program.

RESPONSIBILITIES

- Oversees the management of the CsF scholarship program, including placement, academic monitoring, advising and support, payment of financial entitlements, as well as academic and financial reporting
- In cooperation with the VP, manages, through communication and relationship-building, CBIE's relations with scholarship program stakeholders
- Develops policies relative to the CsF students and ensures implementation
- Mentors and supervises a team of approximately twelve staff
- Provides guidance to Brazil CsF team members on unique or difficult student files
- Communicates with the funder on issues related to scholarship management
- Communicates with the funder on the Canadian educational systems and the various academic programs
- Communicates with academic institutions to promote the scholarship program
- Works with academic institutions to resolve issues affecting students
- Provides input to the preparation of annual budgets for the Scholarship Program
- Reviews and approves payments of tuition and reimbursements to students based on Program regulations
- Develops and implements guidelines for successful academic monitoring, which result in optimal student academic performance, where appropriate

- Monitors student placement to ensure the successful and timely academic placement of students
- Recommends to funder the termination of student scholarships in accordance with scholarship program regulations
- Works with CBIE technical support on improved database functionality
- Negotiates and secures placement agreements in Canada
- Oversees the pre-arrival services offered to CsF students
- Prepares progress reports and sends to the funder on regular basis, including ad-hoc requests
- Works with the VP to identify international scholarship and other business development opportunities. Writes proposals, expressions of interest and concept notes. Follows up with potential business clients and drafts agreements
- Plays a role in supporting corporate CBIE activities such as membership relations, CBIE conference and other cross team projects and committees, participates in regular staff meetings/events
- Performs other duties as required.

QUALIFICATIONS

- Master's degree in social sciences/education/international relations or related field
- Minimum seven (7) years' experience at a senior level in managing international student services programs preferably including international scholarship programs
- Thorough knowledge of higher education systems in Canada at the postgraduate, graduate and undergraduate levels, as well as ESL and FSL programs
- In-depth knowledge of student immigration laws in Canada
- Experience in liaising and networking with senior university officials
- Extensive supervisory experience
- Demonstrated familiarity with, or experience in, the Americas, and ideally Brazil
- Experience in a university environment and strong connections in the educational sector
- Excellent oral and written communication skills in English and French. Communications skills in Portuguese and/or Spanish would be an asset
- Excellent program management skills with emphasis on conceptual, analytical, strategic planning, organizational and financial management skills
- Strong problem-solving skills, personal creativity and decisiveness, and the capacity to manage complex scholarships in a variety of disciplines, locations and cultures
- Diplomacy and tact in dealing with international stakeholders
- Excellent interpersonal and analytical skills
- Demonstrated sound judgment, ability to set priorities, plan, and delegate team work in the context of challenging service delivery expectations
- An energetic, dynamic, results-oriented team player
- Ability to produce results while working in a high pressure environment with tight deadlines
- Strong technical background, i.e. familiarity working with student databases, and MS Office programs such as MS Word, Excel, Project, etc.
- Ability to travel as required, within Canada and internationally.

This management position is available as soon as possible. CBIE offers a comprehensive benefit package which includes an attractive pension plan as well as life, medical and dental insurance. Salary

is commensurate with qualifications. For information about the Canada Brazil *Ciência sem Fronteiras* (CsF) scholarship program, visit our website by [clicking here](#).

Please send your cv and letter of interest as soon as possible, quoting Competition 14-07, to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. The final deadline for applications is **April 22, 2014**, however, **please note that we will begin reviewing cv's immediately**. We thank all candidates for their interest but only short-listed candidates will be contacted.

April 2014