



**International Education Partners Coordinator (INA 41403)  
International Enrollment and Business Process Solutions  
Fanshawe International**

**Location:** London

**Employment Group:** Support

**Hours:** 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

**Pay Details:** \$32.42 per hour

**Closing Date:** July 19, 2024

**Working at Fanshawe College**

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

**Note:** This is a full-time Support position (35 hours per week).

**Duties:** Under the guidance of the Senior Manager, International Enrollment and Business Process Solutions, the incumbent is responsible for the College's network of education partners (agents). The incumbent is the main liaison between agents and the College, administers all agent agreements and renewals, oversees the onboarding and training of agents, monitors and reports on agent performance and ensures contractual compliance for the payment of commission. The incumbent is required to make decisions, communicate a wide variety of information, interpret internal policy, maintain detailed records, and process documentation through workflows in Perceptive Content.

The incumbent plays a key role in the reputation of Fanshawe College on the international stage, ensuring that exceptional service, guidance, and support is provided and that industry standards in response times are adhered to.

**QUALIFICATIONS**

- Post-secondary 3-year diploma or degree in Business Administration or a related discipline
- Minimum 3 years' office experience in a service area or business office setting
- Experience in an international student service environment at a college or university is preferred
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Expert user of Microsoft Office suite
- Experience using student information systems
- Effective organizational skills, project management skills, analysis and problem-solving, leadership, interpersonal and customer service skills
- Demonstrated ability to work independently and as a team
- Demonstrated excellent verbal and written communication skills

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**