

B.2.5. Director, Office of International Activities

This position is responsible to the Dean of Students. The position is responsible for various aspects of internationalization efforts at Brandon University including, but not limited to, recruitment and retention of international students, agents and oversight of the English for Academic Purposes (EAP) program. The position may include tasks as follows:

1. Responsible for maintaining current knowledge of federal and provincial regulations and programs for international students. Will recommend admission policy, procedural, program and/or rule changes to reflect best practices at other Canadian Universities.
2. Responsible for the development and maintenance of the Office of International Activities operating budget.
3. Directs the English for Academic Purposes (EAP) program. Supervises the Coordinator of International Activities and EAP teachers.
4. Implements new revenue streams through the development of international partnerships and formalized agreements with foreign institutions.
5. In collaboration with the Director of Admissions admit students conditionally to Brandon University via the English for Academic Purposes Program.
6. Through an understanding of issues, trends and opportunities, strategically recruit students and agents worldwide, both indirectly and directly to the University by annually attending fairs and agent workshops and forging articulation agreements with partnering universities that is consistent with the overall enrolment strategy of the University.
7. Develop and maintain an agent management process.
8. In collaboration with the Communication Office, Director of Recruitment and Retention, Student Services and Academic Deans, the Director is responsible for creating publications, including an international view book and marketing material that complies and is consistent with Brandon University's strategic marketing and enrolment vision.
9. Oversees the development, implementation and evaluation of programs to support, engage, and retain international students.
10. Establish and promote faculty exchange opportunities.
11. Work to improve the global experience of domestic and international students by establishing and promoting study abroad opportunities, and work with faculty and Academic Deans to globalize student curriculum.
12. Prepare an annual report of activities for the Dean of Students (or equivalent).
13. Shall perform other assignments as directed by the Dean of Students (or equivalent).