

## **International Student Director**

Marist College is a Year 7 - 13 Catholic Secondary School for girls. The vacancy is a permanent non-teaching position, working 30 hours per week, 45 weeks per year (or negotiated).

Key responsibilities of the position include:

1. Recruitment and Marketing to ensure that the annual target number of International Students is met for long term and short term students
2. Pastoral Care to support the personal needs of International Students.
3. Enrolment/Orientation to ensure there are clear processes for enrolment and orientation of International Students.
4. Administration to ensure the Code of Practice is current and meets standards.
5. Homestay organisation and monitoring.
6. Liaison with the year level Deans and ESOL teacher to ensure Curriculum and learning needs are met.
7. Annual budget to be set and managed.

If you decide to apply for this position you are asked to submit the following documents before the closing date of 31 May 2019

- 1) a covering letter outlining your strengths
- 2) your Curriculum Vitae

A job description is available on request