

## Job Posting International Education Co-ordinator – Academic Year Program Japanese Speaking

*Providing international visitors with an opportunity to enrich their lives through a unique Canadian cultural learning experience.*

### Position:

- **Supports International students** during their academic year study period in Canada.
- **Works with international partners** to **organize** the student's program in Canada.
- **Manages the student process** – application, registration, course selection, and government documentation prior to the student's arrival in Canada.
- **Serves as custodian**, providing **personal support** and **counseling**, **monitors** the student's progress and **oversees their experience** in Canada to ensure overall academic and experiential **success**.
- Work is executed **in-office** (Toronto) **with extensive travel** to various communities across Canada to visit with the students, their schools and host families.

### You are:

- Passionate about Canada, and eager to share with young people from other countries.
- Compassionate, service oriented, with exceptional problem-solving skills
- Love to travel – especially to some of Canada's smaller communities
- Quick thinking, detail oriented, organized, with outstanding communication skills
- Bilingual – fully fluent in English and **Japanese**
- Canadian citizen or Permanent Resident of Canada



### You have:

- Post Secondary Education in a related field of study
- Experience with international students, Canadian high school system and Canada Immigration
- A Valid driver's license and ability to transport passengers

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Celebrating over 20 years of success, **MLI** is a premier International student placement organization with offices in Toronto and Vancouver providing experiences to students from 15 countries to over 100 communities / 8 provinces within Canada.

MLI is a growing leader in the under 18 International Student market and offers competitive compensation (*starting salary \$42,000 - \$45,000*) and benefits, on-the-job training, cross training, and a supportive team environment. You will be working along-side company owners and decision makers.

If you are looking to be part of a growing business and make an impact, and to view a complete job description, please visit our website at <http://www.mliesl.com/join-our-team.html>

Watch our video - <https://www.youtube.com/watch?v=o-X5CPzvmio&feature=youtu.be>

**Apply with resume and cover letter to [adiaz@mliesl.com](mailto:adiaz@mliesl.com)**

*Persons with disabilities requiring accommodation in the application process, or those requiring job postings in an alternative format, please follow link above for information.*