



2022
December

JOB DESCRIPTION

JOB TITLE International Admissions Assistant
DEPARTMENT One World Welcome Center, Director's Services
SUPERVISOR International Education Lead, Director's Services

POSITION SUMMARY

The International Admissions Assistant is responsible for reviewing the eligibility of students to attend school based on the Ontario Ministry of Education (MoE) Act and the Immigration, Refugees and Citizenship Canada (IRCC) regulations.

DUTIES AND RESPONSIBILITIES:

- Main point of contact for the One World Welcome Centre and the International Education Office
- Responsible for the registration of all non-Canadian citizens and Permanent Resident students new to the TVDSB area
- Run reports and monitor immigration permit expiry dates
- Process admissions and registration of tuition-paying students
- Reconcile March and October ONSIS counts for all international students
- Verify documents to ensure compliance with MoE and IRCC requirements
- Enter and reconcile data between the True North International Database and Trillium
- Verify application documents, and send documentation packages to schools
- Process applications and payments
- Review commission invoices, verify eligibility for requested refunds, and create payment request paperwork
- Notify schools when students must be demitted due to IRCC violations
- Schedule English and Math assessments and provide schools with assessment results
- Analyze and develop plans for paperless registration and the electronic admission process
- Consult on appropriate documents or tuition exception criteria in special or exceptional circumstances
- Optimize and streamline the registration and assessment process with Assessors and the ESL/ELD System Principal and Superintendent
- Track registration and provide student admissions numbers that inform staffing
- Verify and keep track of parents' personal information and immigration status details
- Periodically deal with information relating to students' health and Custody Agreements

EDUCATION

Completion of a High School Grade 12 Diploma

EXPERIENCE

A minimum of six (6) months experience with database management, customer service skills, interpreting and implementing government regulations, and intercultural communication