



WORLD UNIVERSITY SERVICE OF CANADA

Employment opportunity
Internal/external posting

Position Title:	PROGRAM OFFICER, STUDENT REFUGEE PROGRAM (SRP)
Position Location:	Ottawa
Reports to:	Manager, SRP
Contract term:	2 years, Level C [\$38,361-\$46,417] according to experience plus benefits
Application deadline:	August 6th, 2014
Start date:	August 18 th , 2014 at the latest

BACKGROUND:

World University Service of Canada (WUSC) is a Canadian non-profit organization with a mission to foster human development and global understanding through education and training. We are professionals, students, volunteers, faculty, and community leaders working together to find solutions and provide opportunities to the world's most marginalized people.

A central component of WUSC's strategic plan is continued delivery and expansion of our programming on Canadian campuses with increased focus on the Student Refugee Program and initiatives that underscore our unique relationship with the Canadian post-secondary community, and contribute to the internationalization of Canadian campuses.

Active on more than 75 college and university campuses, WUSC's student run Local Committees (LC) make up the largest network of student groups of its kind in Canada who share a common belief – that education changes the world. The Local Committees promote and support WUSC's Student Refugee Program, Uniterria Program and Student Without Borders Program through education, public engagement and volunteering.

Student Refugee Program: WUSC's Student Refugee Program (SRP) provides student refugees living in countries of asylum an opportunity to pursue their education at Canadian post-secondary institutions. These refugees come to Canada as permanent residents. Each year, over seventy five candidates are accepted under the program and supported by WUSC Local Committees involved with SRP. These Local Committees are made up of faculty and students at post-secondary institutions across Canada and provide financial, emotional and moral support to the refugee students for a minimum period of 12 months.

KEY AREAS OF RESPONSIBILITY:

Under the supervision of the Manager of the Student Refugee Program, the Program Officer has the following duties and responsibilities:

1. Implement the in-Canada portion of the Student Refugee Program through the following activities:
 - Assist in the planning, development, implementation and evaluation of all training and leadership development workshops (including national training during the annual International Forum, Leadership meeting, and Regional Meetings);

- Participate in the development of print and electronic resources to support Local Committees;
 - Develop a distance learning program to enhance the access to training opportunities for Local Committee members;
 - Strengthen the capacity of volunteers to raise funds in support of programming activities with a strong emphasis on the sustainability of the SRP;
 - Assess and monitor Local Committees' intent to sponsor students on their campus;
 - Coordinate in-Canada interns and volunteers to strengthen the capacity of Local Committee to sponsor refugee students on their campus;
 - Support volunteers to promote the SRP on campus and in their community through a variety of public engagement campaigns;
 - Effectively monitor and record Local Committee activities and help maintain WUSC's databases;
 - Monitor and evaluate Local Committee activities as they relate to the financial and integration support as part of the sponsorship;
 - Outreach to new campuses and help form new committees, with a particular focus on colleges, CEGEPS, and francophone campuses.
2. Support the SRP Overseas Programming in the following ways:
 - Support in the development, dissemination and summarizing of mid-term and end of year evaluation;
 - Support the placement process and monitoring of sponsored students;
 - Collaborate to ensure information flow between the overseas and in-Canada parts of the program.
 3. Plan and participate in related alumni and student activities (fundraising initiatives, symposia, committee meetings, etc).
 4. Participate in the development and improvement of systems and procedures for the program.
 5. Assist in the preparation of draft proposals and narrative reports for funders.
 6. Contribute to other WUSC activities (International Forum).
 7. Represent the organization at national meetings.
 8. Collaborate with and maintain working relationships with staff in other units and ensure activities are closely coordinated such as Public Engagement, Communication and Fundraising units.
 9. Ensure that the Manager is informed of significant issues and developments with regards to the program and offer recommendations as to possible course of action.
 10. Other duties as may be required by the activities of the organization.

QUALIFICATIONS:

Education and Training

A university degree in refugee studies, social sciences, a related field, or equivalent.

Experience

- Two years working experience in program administration, preferably in international development or with a refugee program.
- Experience in a developing country is an asset.
- Working or volunteer experience with Canadian immigration law and regulations is an asset.

Competencies

- Ability to motivate and work with volunteers.
- Knowledge and understanding of the Canadian post-secondary education system.
- Knowledge of Canadian immigration laws and policies.
- Excellent understanding and capacity to analyse refugee and development issues.
- Knowledge of WUSC programming and priorities.
- Capacity to work as part of a team.
- Analysis (problem-solving), creativity, time management, thoroughness, concern for quality, managing short deadline, autonomy and ability to adapt.
- Excellent interpersonal, intercultural and communications skills (oral and written);
- Aptitude for public speaking, workshop development and facilitation
- Organizational skills, information management skills and attention to detail;
- Excellent computer skills in database, word processing and spreadsheet, power point presentation and internet.

Travel and availability

- Must be available for some travel within Canada, as well as some weekends and evenings.

Languages

- Complete fluency, oral and written in English and French is mandatory.

WUSC is an equal opportunity employer. Only those candidates selected for an interview will be contacted. If you wish to apply for this position, please send your resumé with a covering letter quoting reference number 14/26 to jobs@wusc.ca .

No Telephone calls please.