

## **Part-Time Assistant to the Executive Lead International Education**

**10 Month Term (Nov 15, 2024 – Sep 15, 2025), with possibility of extension  
20 Hours/Week**

### **About the Limestone District School Board**

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

### **Position Overview**

A key member of the International Education Program Team, the Assistant to the Executive Lead, you will assist in the coordination of administrative matters and support activities, including promoting and marketing the International Education Program, leading all aspects of the International Education registration process, understanding and following visa and validation processes from all participating countries and understanding and communicating with schools with application support. Additionally, you will assist the Executive Lead in a variety of tasks related to International Education including promotion and planning of the Summer Program.

### **Qualifications & Experience**

- Three years directly related work experience.
- Education in a related field is considered an asset.
- Superior interpersonal, communication and presentation skills.
- Excellent time management and organizations skills.
- Ability to work independently as well as a positive, contributing, caring and responsive member of the International Education team, both in and out of schools.
- Demonstrated ability to build positive working relationships and provide exceptional customer service.
- Demonstrated knowledge and understanding of diverse cultures.
- Advanced proficiency in utilizing a variety of software applications, including word processing, Excel, database, electronic mail, Aspen, True North, and other relevant software applications.
- Demonstrated commitment to supporting and promoting equity and inclusion.

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- Demonstrated analytical, problem solving, and conflict resolution skills.
- Must have a valid driver's license and Canadian passport for domestic and international travel.
- Ability to work 24/7 to meet times/schedules of other cultures.
- Strong working knowledge of LDSB and the Ontario school system.

### How to Apply

If this exciting and dynamic opportunity aligns with your vision and values, and you can see yourself in Limestone, please submit your resume package, including proof of qualifications, outlining how your qualifications, skills and experience will facilitate your success in this role. Packages must be submitted by 4:00 p.m. October 31, 2024, addressed to Bob Seitz, Executive Lead through [hrhire@limestone.on.ca](mailto:hrhire@limestone.on.ca).

Internationally trained professionals/applicants with equivalent international experience are encouraged and invited to apply.

### Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your cover letter, to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective employees in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit [limestone.on.ca](http://limestone.on.ca).

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

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