



White Rock Christian Academy

International Student Program (ISP) Assistant Job Description

Position Overview

The **International Student Program (ISP) Assistant** plays an important role in supporting all facets of WRCA's International Student Program. This role involves collaboration across departments to ensure a smooth experience for students and families—from initial inquiry to enrolment, homestay follow-up communication, and beyond. The ideal candidate is detail-oriented, highly organized, culturally sensitive, able to multi-task and passionate about international Christian education.

Reports To: International Student Program Director

Responsibilities

Marketing

The ISP Assistant is involved in assisting the marketing effort for ISP. The ISP assistant is expected to participate in all marketing meetings and become familiar with the marketing process and its requirements and as much as possible:

- Collaborate with the ISP Director to update all marketing materials.
- Collaborate with the ISP Director to update social media content and accounts, including Little Red Book (Xiaohongshu) and WeChat.
- Collaborate with the ISP Director to prepare marketing materials for the Fall Recruiting Trip.

Administrative Duties

- Applications
 - Manage admissions and study permit documentation and ISP data bases.
 - Keep MASTER Enrolment form ISP related data updated (wait pools, new students, withdrawal, reject etc.).
 - Respond to initial enquiries.
 - Communications, including:
 - Admission tests
 - Offers
 - Letters of Acceptance
 - Proofs of Payment
 - Lead school tours when ISP Director is not available.
 - Assist the ISP Director with tracking ISP payments and keeping the ISP payment data base updated.



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- Re-Enrolment
 - Prepare individualized re-enrolment forms on-line and any hard copies as requested.
 - Key Dates:
 - Distribute the re-enrolment link to each current ISP family (Dec.)
 - Track re-enrolment responses and down payments (Jan.)
 - Track full payment when it's due (Apr.)
 - Create Letter of Acceptance, Proof of Enrolment and Proof of Payment letters for students.
 - Follow up on expiring study permits and send out renewal reminders.
 - Collect Application for Funding Eligibility Status change (Sep-Oct).
- ISP Budget
 - Track expenses and reconcile bank statements.
- SCSBC
 - Attend ISP network conferences.

Development of ISP Program

- Support organization of important information sessions during the school year, including ISP Parent Meetings and Chinese Parent Meetings.
- Assist new students with a buddy, locker and wi-fi connection.
- Assist the planning and organization of ISP Short-term programs.
- Coordinate the China Summer Program TLO, including but not limited to:
 - Assisting initial planning and marketing.
 - Assist communication with teachers when it's necessary.
 - Setting up the Orientation of the program.
 - Tracking registration.
 - Assisting preparation of camp supplies.
 - Ensuring goals are set and lesson plans are compiled for each subject.
 - Scheduling detailed daily plan for duration of program.
 - Tracking expenses.
 - Overseeing the daily execution of the summer program.
 - Supporting communication with the parents of the campers during program days.

Liaison with Community

- Support the ISP director with big community building events.

Other Duties as Assigned.