

Marketing & Student Service Managers

Role Description

The Marketing & Student Service Manager is responsible for both the current participating exchange students and the interested potential students from their region. The role involves promotional work to increase awareness among prospective students, including arranging for school visits, classroom presentations, distributing promotional materials and holding general information meetings for interested parents and students. The role also involves providing support for current students and families in their region, including hosting two yearly meetings, responding to inquiries or concerns, and assisting the ISE office with exchange issues in their region.

Please note that this role is casual. There are no set hours and Marketing & Student Service Managers are only compensated for their actual promotional/ meeting time (\$20/hr) and mileage (.35/km), not for their prep time.

Ideal ISE Representatives

This role is well suited to recently retired teachers, newly certified teachers, or individuals with previous experience working with students. *Individuals who are ideal for this role:*

- Are available during school hours to do school promotions
- Have school, school board or community contacts to assist with the promotional nature of the role
- Have previous experience working with students, preferably in a teaching capacity, and/or have experience with exchange programs
- Are flexible, proactive, and eager to promote the program
- Are outgoing, engaging, and energetic public speakers
- Have at least a working knowledge of computer applications
- Can effectively work from home, corresponding with the head office on a regular basis
- The ability to speak French, Spanish or Italian would be an asset
- Must have/ be able to obtain a Vulnerable Sector Screening with their local police department
- Must have their own vehicle

Regions

ISE Ontario always welcomes resumes from qualified individuals from any region to join our team of Marketing & Student Service Managers. Currently we have vacancies in the following regions/ school boards:

- Durham
- Halton
- Hamilton
- Kawartha
- Niagara
- North Bay
- Ottawa
- Peel
- Simcoe
- Thunder Bay
- Toronto
- Wellington
- Windsor
- York

To Apply

Please submit your resumé and cover letter to info@iseontario.on.ca. We will only contact you if we are interested in proceeding with your application. No phone calls please.