



ANALYST

REGISTRATION, BILL 101, INTERNATIONAL STUDENTS YOUTH SECTOR

General Circular No. P35

Place of work:	School Organization
Status:	100% Regular Position
Salary Rate:	\$26.66 to \$45.70
Start Date:	Immediately
Immediate Superior:	Director School Organization

Nature of the Work

The position of analyst encompasses responsibility for the analysis, development, coordination and control of systems, methods, procedures and programs pertaining, among others, to administrative organization and operations, data processing and the rational use of school board resources.

Main tasks and responsibilities

Develops standards and good practices within the School Organization Department:

- Reviews and oversees different procedures in Registration/Bill 101/International Student Program including website registration and online appointments
- Improves level of efficiency within shared folders with schools, forms and use of TEAMS platform
- Creating and updating the Critical Path for all dossiers
- Keeps parents and schools informed
- Conducts analyses via surveys and questionnaires
- Works reconciliation report in collaboration with the finance department

Plans, coordinates the efficient use of different platforms:

- Maintain regular updates of GPI, ARIANE, ADAN, Charlemagne, JADE, myTrunorth
- Analyze the School Board's annual bilan (Charlemagne platform)
- Verifies the accuracy of information entered
- Produces different reports
- Implements new technology tools (i.e., Flywire, myTrunorth)

Supports different platforms users:

- Organizes training for School Org's admin tech
- Develops and conducts workshops for schools (GPI, September 30th, Audit Files and Registration)
- Responds to all questions regarding the different platforms
- Works with IT department to resolve problems within the different platforms

International Student dossier:

- Promotes the EMSB International Student Program
- Assist in the tendering process of international student recruitment agencies
- Attends and organizes conferences with international student recruitment agencies
- Provides advice regarding the use of funds for international student recruitment agencies
- Oversees the insurance dossier for International Students
- Coordinating the administration of the English Test for International Students

Requirements and Qualifications

- Bachelor's degree in Computer Science/or equivalent combination of education and experience
- Excellent French language skills, both oral and written
- In-depth knowledge of Microsoft Office 365 (Power Point, Teams, Sharepoint One Drive, etc.).
- Knowledge of GPI, JADE, Charlemagne, ARIANE, ADAN, Mozaik platform, etc.
- Excellent communication, organizational, analytical, interpersonal, and creative skills
- Good knowledge of the International Student Dossier is considered an asset

To view job description as outlined in the classification plan [click here](#)
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department, **by Friday, June 2, 2023**

Please refer to the circular number in your letter of application.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.