

Position Title:	Admissions and Recruitment Coordinator
Department:	Student Services
Reports To:	Enrolment and Upper-Year Transitions
Level:	SJU A
Salary:	\$46,115 – 56,238 (This is an 11.5 month contract position, salary will be in alignment with the timeframe)
Date Created:	November 2019

General Accountability

The Admissions and Recruitment Coordinator is accountable to the Admissions and Recruitment Specialist for specific responsibilities within the areas of the secondary school liaison program, recruitment, admissions, and events.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavours to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Enrolment and Upper-Year Transitions department coordinates activities related to prospective student and researches and formulates strategies for outreach programs, liaison initiatives and cultivates partnerships with a variety of stakeholders.

As a key contributor to the Enrolment and Upper-Year Transitions team, the Admissions and Recruitment Coordinator works closely with the Admissions and Recruitment Specialist to coordinate the recruitment program and joint initiatives and procedures with corresponding units at the University of Waterloo. The Admissions and Recruitment Coordinator is a point of contact for students that have made or are interested in making an application to St. Jerome's University. They prescribe to a highly personalized approach when interacting with future students.

The Admissions and Recruitment Coordinator provides a public face for St. Jerome's University and the University of Waterloo with respect to academic programs, admissions, and student life. They are responsible for the positive and knowledgeable representation of SJU and UW to prospective students and related groups.

Specific Accountabilities

Recruitment

- Assists the Admissions and Recruitment Specialist in hiring and setting up the training schedule of the Liaison Officer(s)
- Provides support to the Liaison Officer(s)
- Collaborates with counterparts on the University of Waterloo Campus
- Coordinates and responds to inquiries from prospective students, parents, and guidance counsellors
- Coordinates secondary school visits
- Supports department co-op student
- Supports Chief Experience Guides with outreach and recruitment activities

Admissions

- Provides admission guidance to prospective applicants and parents
- Responds to requests from and manages the files of non-OSS and OSS applicants, including scholarship eligibility
- Is familiar with admissions-related policies and procedures
- Generates, coordinates and manages correspondence and related efforts, associated with acknowledgements, offers of admission and scholarships
- Prepares and evaluates applications, coordinates offers and confirmations, and maintains registration data that informs scholarship and bursary funding decisions
- Ensures the accuracy of student information throughout the application and admission processes

Events

- Coordinates the SJU presence at the Ontario Universities Fair with the University of Waterloo

Working Conditions

- Work outside of the regular University operating hours is required, including evenings and weekends
- Regular office environment including utilization of various mediums of communication including digital and print materials, telephone and email
- Attends meetings that may require travel
- Represents the University at local or out-of-town events as required
- Periodic lifting and carrying of parcels or deliveries
- Active involvement in committees and teams as required to accomplish departmental and institutional objectives

Qualifications Required

- Undergraduate degree with 1-3 years of experience
- Must have a valid G driver's license and a clean driving abstract
- Must have excellent communication, interpersonal, and presentation skills
- Must be able to obtain a Vulnerable Sector background check
- Excellent organizational skills
- Outstanding customer service orientation

Department Head Approval

Date

HR Approval

Date