

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ADMISSIONS COUNSELLOR
JOB NUMBER	3777
NUMBER OF POSITION/S	1
NOC CODE	TBD
CLOSING DATE	2020-09-30
LOCATION	TBD
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	37.5
HOURLY WAGE RANGE	TBD
JOB TERMS	TBD
JOB DESCRIPTION	<p>an opportunity for an Admissions Counsellor who is an engaging, self-motivated team member with a solid understanding of the post-secondary admissions process. You are identifying future students as they make key decisions on their educational goals, and assisting them from first contact through to enrollment, while meeting targets and promoting the advantages of University College. You are creative, energetic and value Christian higher education. This position reports to the Director of Advancement and is a key member of the Admissions team.</p>
JOB DUTIES	<p>Plan and execute recruitment plans for assigned area and/or target population, developing a strategy by creatively utilizing market research, marketing techniques, and knowledge of current best practices in post-secondary enrollment; work collaboratively as part of Admissions team to achieve the institutions enrollment goals</p> <p>Develop and update a database of and engage with teachers, administrators, and other key influencers/contact people; engage with these people to increase awareness of UC, identify potential applicants, and book workshops, information sessions, and other recruitment events</p> <p>Develop extensive knowledge of University College academic programs and policies, admissions requirements, campus activities, scholarships, etc.</p> <p>Develop a solid understanding of the role of University College within The Salvation Army</p> <p>Promote and raise the profile of University College through a variety of activities such as public speaking, career symposiums, campus events, campus visits, recruitment events and meeting with students</p> <p>Travel to recruitment events as required</p> <p>Collaborate with faculty, staff, and program coordinators to organize presentations, information sessions and recruitment related activities</p> <p>Utilize a thorough understanding of The Salvation Army (TSA) to engage with Ministry Units (Corps) as well as Divisional and Territorial staff to actively promote University College with TSA across Canada</p> <p>Continually qualify the applicant pool</p>

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<b>JOB DUTIES</b>	<p>Monitor receipt of applications and support the prospective students throughout the admission process by maintaining contact, answering their queries, helping them complete required documents, and ensuring file completion</p> <p>Review files for acceptance and present admission recommendations to Director of Advancement</p> <p>Effectively utilize the CRM (Customer Relationship Management) and Populi SIS (Student Information System) software to execute job responsibilities</p>
<b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b>	<p>Agreement with the University College statement of faith and commitment to the Mission of University College</p> <p>A desire to work in a Christian university with the ability to integrate ones Christian faith in the workplace and a commitment to the mission of University College</p> <p>Post-secondary degree</p> <p>Several years progressive work experience with experience in sales, marketing and/or student recruitment preferred</p> <p>Excellent communication and relation-building skills; with effective public speaking skills</p> <p>Demonstrated ability to stay positively focused on attaining targets</p> <p>Capability to effectively utilize a complex data base system</p> <p>Ability to work on registration deadlines, while meeting college-wide enrollment goals</p> <p>Proficiency to utilize customer service strategies to recruit students to UCs programs</p> <p>Willing to work flexible hours including some evenings</p> <p>Highly organized with excellent follow-up and creative problem-solving skills</p> <p>A valid drivers license and willing to travel</p> <p>Satisfactory criminal record check</p> <p>Experience with a Student Information System (SIS) or Customer Relations Management (CRM) software</p> <p>A working understanding of The Salvation Army</p>
<b>OTHER DETAILS</b>	<p>This is a full-time position with 37.5 hours per week. In addition to the compensation package we also provide a benefits package which includes health, dental and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. University College offers a stimulating university college environment, a mission-driven purpose and the opportunity to contribute to change as UC moves forward on its commitment to its mission: Education for a Better World.</p>
<b>APPLICATION PROCESS</b>	<p>Send targeted resume</p> <p>Apply through your CC</p>
<b>APPLICATION DETAILS</b>	<p>Apply with resume through CC</p>
<b>JD</b>	<p>Ahmad Alsaadeh</p>