Liaison Officer

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Professional and Managerial Group

Liaison Officer

Admission Services, Office of Registrarial Services

Temporary full-time from August 2, 2016 to November 25, 2016
(6 Positions)

Hiring #: 2016-0055

Please read the Application Instructions [1] before applying.

Reporting to the Assistant Registrar - Student Recruitment, Liaison Officers will be required to develop a personal, compelling and informative presentation about the University of Guelph and deliver dynamic presentations at approximately one hundred Ontario high schools as part of the individual school visit program. Liaison Officers will be required to complete extensive training regarding the University; programs and services, then presenting this information to prospective students, parents, teachers and secondary school officials. The Liaison Officers will be responsible for: preparing reports on those visits; participating at the Ontario Universities’ Fair; counselling prospective applicants; responding to inquiries; assisting with on-campus events; assisting with the production of liaison materials and information; general correspondence; and other duties as assigned.

Requirements of this position include: a university degree (preferably from the University of Guelph); relevant experience in the liaison, registrarial or student services environment, public relations or marketing or an equivalent combination of education and experience; demonstrated excellence in verbal and written communication and interpersonal skills; ability to work both independently and as part of a team; ability to deal with confrontation; tact and diplomacy; adaptability and flexibility; knowledge of word processing; excellent organization skills and demonstrated problem solving skills. Must be able to work evenings and weekends. A valid Ontario Class ‘G’ driver’s licence is essential. Extensive travel throughout Ontario is required.

Salary Band: P02*

Professional/Managerial Salary Bands [2]

*Tentative evaluation

Posting Date: 2016 02 19
Closing Date: 2016 03 04
Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply