Manager, Recruitment & Partnerships

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.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Manager, Recruitment & Partnerships

Center for Business and Student Enterprise

Hiring #: 2016-0222

Please read the Application Instructions [2] before applying

The Centre for Business and Student Enterprise (CBaSE), housed within the College of Business and Economics (CBE) at the University of Guelph is responsible for the administration, coordination and delivery of the University of Guelph's entrepreneurial programming and the Hub Incubator. The Manager, Recruitment and Partnerships provides oversight and coordination of all logistics functions of the programs and is responsible for the recruitment of prospective students and clients.

The Manager supervises the Intern and Peer Helpers to ensure the efficient and effective delivery of courses and programs to students. This includes involvement with course materials, planning incubator activities, and the coordination of special events. The Intern and Peer Helpers will report directly to the Manager and he/she is responsible for establishing and maintaining a healthy and productive work environment that is inclusive, engaging and consistent with the values of the institution.

The Manager has regular contact with prospective with clients, students, current students and alumni (both for Hub Incubator and for-credit courses). Professionally representing the programs at information sessions, trade shows and through social and traditional media is a critical aspect of this role. A client service orientation is a critical component to the success of this role as well as the ability to role model this service orientation to other staff within the office. The role will require someone who can work some irregular hours, who is highly flexible and adept at working in a fluid work environment, where change and evolution is a constant.

The Manager will be involved in the delivery of the marketing strategy developed by the Director with a keen eye to budget. The Manager recruits prospective clients and students and is accountable for achieving yearly enrolment targets. Providing information and support during the application process is critical to ensure high quality applicants and that recruitment targets are met for each cohort with an adequate number of successful admissions. The Manager administers applicant files and is accountable for follow up to ensure that all clients and applicants' files are completed and properly prepared for review (through the use of a CRM system).

Requirements of the position include: an undergraduate degree in business or a related field, and a minimum of two years’ experience. A Master’s degree in a related field would be considered an asset. The ideal candidate will have a strong service orientation, exceptional organizational, interpersonal and communication abilities as well as the ability to work collaboratively with faculty and staff. The incumbent must possess computer skills including knowledge of database software,
word processing and social media tools. The ability to exercise, sound judgment, tact and diplomacy, set priorities and manage budgets is also required.

Position Number 195-026  
Classification P03  
Professional/Managerial Salary Bands [3]  

*Tentative evaluation; subject to committee review.  

Posting Date: 2016 06 08  
Closing Date: 2016 06 22  

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[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply  