Manager, Recruitment & Operations

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]

Manager, Recruitment & Operations

Executive Programs, College of Business and Economics

Hiring #: 2016-0286

Please read the Application Instructions [2] before applying

Executive Programs at the University of Guelph is responsible for the administration, coordination and delivery of the University of Guelph's Master of Business Administration and Master of Arts Leadership programs. The Manager, Recruitment and Operations provides oversight and coordination of all logistics functions of the programs and is responsible for the recruitment of prospective students to both programs.

The Manager oversees two Logistics Coordinators to ensure the efficient and effective delivery of courses to students. This includes involvement with course scheduling, course materials, planning residential periods, and the coordination of special events. All Logistics Coordinators 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 students, current students and alumni. Professionally representing the programs at information sessions, trade shows and via 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 service orientation to other staff within the office. The role will require someone who can work irregular hours, who is highly flexible and adept at working in a fluid work environment, where change and evolution is a constant.

The Manager is involved in the delivery of the marketing strategy developed through the Dean’s Office with a keen eye to budget restraints. The Manager recruits prospective students and is accountable for achieving yearly enrolment targets and revenue expectations. 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 applicants' files are completed and properly prepared for review.

Requirements of the position include: a Master’s degree in business or a related field, and a minimum of five years’ experience. 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.
Manager, Recruitment & Operations
Published on Human Resources (https://www.uoguelph.ca/hr)

Position Number 592-003
Classification P06

Professional/Managerial Salary Bands [3]

Posting Date: 2016 07 13
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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply