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

Student Recruitment and Communications Coordinator

Ridgetown Campus, Ontario Agricultural College

Temporary full-time from September 6, 2016 to December 31, 2016

2 Positions

Hiring #: 2016-0329

Please read the Application Instructions [2] before applying

Reporting to the Manager, Communications and Advancement, the Student Recruitment and Communications Co-ordinator is responsible for a wide variety of campus communications, alumni, and recruitment activities.

Maintaining or increasing enrolment in the diploma and certificate programs at the Ontario Agricultural College's Ridgetown Campus (currently 625-650 students) through a wide variety of recruitment activities will be a priority with off-campus recruitment tasks across the province as well as co-ordinating a number of on-campus recruitment strategies. The incumbent will be accountable for building awareness of any new academic offerings, as well as effectively disseminating up-to-date information on all current academic programs. Key responsibilities will include: high school visits; organizing future student events, which includes fall and spring open houses, trade shows, delivering individual and group campus tours; and responding to phone and e-mail requests for program/campus information.

Specific duties include: coordinating and delivering a wide variety of campus communications and alumni and special campus events delivered throughout the year; development of several print, web and social media messages that support the University's, and OAC’s brand; reviewing and providing direction for all areas of the campus website; creating professional presentations for various campus priorities/events; co-ordinating professional campus newsletter; specific graduation tasks; planning, recruiting, and delivery of on-campus student mentorship and student ambassador programs; coordinating and delivering annual graduation projects and services; engaging campus alumni in class projects and volunteer alumni initiatives; and participating on and assisting committee work.

Requirements of this position include: Undergraduate degree in communications, agribusiness, agriculture, equine, environmental, equine, or plant science or a related field, plus two years of relevant experience, or an equivalent combination of education and experience. Experience in communications, liaison, alumni development, and/or student services or comparable outreach, marketing or public relations activities would be beneficial. University of Guelph graduates from the Ridgetown campus and knowledge of University of Guelph, OAC, Ridgetown Campus academic programs would be an asset. Additional requirements include: the ability to work independently and as part of a team; strong project prioritization, planning and implementation skills; demonstrated
excellence in electronic, verbal and written communications, and diplomacy/interpersonal skills; ability to meet weekly and monthly deliverables, as well as competency using the Microsoft Office Suite. Photography skills would be an asset. This contract position involves extensive liaison travel (likely 2.5 to 5 days/week) for off-campus recruitment activities, and therefore a valid Ontario driver’s license is required.

Classification        P03*
Professional/Managerial Salary Bands [3]

*Tentative evaluation

Posting Date: 2016 08 04
Closing Date: 2016 08 17

Source URL (modified on 08/04/2016 - 16:50): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/student-recruitment-and-communications-coordinator

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