Admission Counsellor

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Professional and Managerial Group

Admission Counsellor

Admission Services

Hiring #: 2018-0070

Please read the Application Instructions [1] before applying

Reporting to the Assistant Registrar, Admissions, the incumbent will be responsible for admission to specific undergraduate degrees/undergraduate professional degrees/diploma programs, with particular emphasis on advanced standing applications; developing and recommending strategies and action plans to meet program enrollment targets and to reflect University initiatives; counselling current and prospective students and their parents with respect to admission requirements and other related issues; evaluating academic qualifications to determine admissibility; determining and assigning transfer credit where applicable and assigning continuation of study; interviewing students whose admission/readmission is not straight forward and recommending a course of action for students, which can include further academic upgrading, other career options or further professional counselling; conveying admission decisions to applicants and responding to applicants questions and unique circumstances; consulting and advising deans, directors, program counsellors and admission committees on policy and procedure development and interpretation for programs; developing and recommending to the Assistant Registrar, Admissions, strategies and action plans to meet program targets and handle new developments; may be responsible for the implementation of these strategies; providing support for recruitment activities and representing their specific programs at such events; undertaking special projects and other related duties.

Requirements of this position include: Undergraduate degree and five years related experience, or an equivalent combination of education and experience. Experience in admissions adjudication or related administrative experience in an academic environment; comprehensive knowledge of post-secondary domestic and international education systems is required as well as the university facilities and services available to Guelph students; ability to effectively and efficiently counsel a diverse applicant group with respect to undergraduate programs and requirements, admission and admission related issues; previous experience and counselling skills in guiding a client base through the discussion of specific circumstances and their relevance throughout the application process; proven ability to work with academic and administrative staff to ensure effective implementation of admission policies and procedures; and a thorough understanding of a complex, highly structured on-line admission student information system.

Additional requirements include: excellent oral and written communication skills as well as interpersonal skills; ability to demonstrate tact and diplomacy; well-developed judgement and problem-solving skills; knowledge of FIPPA legislation; comprehensive knowledge of computer systems – Colleague experience preferred; ability to work effectively on teams as well as independently; a valid driver’s license and a willingness to occasionally work outside of regular office hours.

Position Number         442-002
Classification               P05* (Under review)

Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will
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be given priority. At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

Posting Date: 2018 02 15
Closing Date: 2018 03 01

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Links
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