International Recruitment and Admissions Coordinator

Forbes includes U of G Among Canada’s Best Employers

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

International Recruitment and Admissions Coordinator

Admission Services

Hiring #: 2018-0524

Please read the Application Instructions [1] before applying

The International Recruitment and Admissions Coordinator (IRAC) is responsible for supporting the Recruitment and Admission of international students and out-of-country Canadians in specific markets globally. This is done by: processing applications and documents from out-of-country international undergraduate visa students and Canadians, and all foreign national transfer applications both within and outside Canada. Outreach to Guidance Counsellors, IDP Office staff and other university admission and recruitment representatives overseas and students seeking clarity on the document submission and verification processes. Provide support for International Recruitment Officers (IROs) and coordination and management of work study tasks. Maintain "web-based live chat “function” and answer inquiries from international, out-of-country Canadian applicants by email and telephone.

The International Recruitment & Admissions Coordinator works closely with the Manager, International Admissions and Recruitment and the International Recruitment Officers to ensure that promotional materials and admission information for potential applicants and international recruitment activities are sent in a timely fashion. The International Recruitment & Admissions Coordinator is responsible for other duties as assigned by the Manager, International Recruitment & Admissions.

This position is presently a 12 month full-time position.

Requirements of the position include:

- Secondary School completion (College Diploma preferred) and one year related experience
- Experience with the Internet (Google or Firefox) to research topics when required
- Word (including mail merges) and Excel (ie.tracking inventory)
- Experience with an email system and be familiar with databases
- First hand cross-cultural communications experience or training
- Cultural sensitivity
- Understanding of potential of social media, internet communications and web sites
- Very strong planning skills
- Excellent interpersonal communications skills, including effective relationship building and experience working with students and individuals in positions of authority
- Exemplary written and oral communication skills
- Demonstrated analytical, communication and interpersonal skills

Proven ability to:

- Think and act quickly and effectively under pressure in a deadline-driven environment
- Exercise tact, confidentiality, diplomacy, discretion and good judgment
- Multi-task
- Work within tight deadlines with competing priorities
Skills or Training needed to perform the job:

- Complete WES Fraudulent document training
- Familiarity with UofGs admission policies, procedures and practices
- Familiarity with academic credentials and educational systems outside of Canada
- Fluent in more than one language is a definite asset

Position Number         497-005
Classification               USW, Local 4120 Salary Band 4*
Salary Range              $22.79 Minimum (Level 1)
$25.47 Normal Hiring Limit (Level 3)
$30.83 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] 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.

Posting Date: 2018 10 29
Closing Date: 2018 11 05

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/%E2%80%8Binternational-recruitment-and-admissions-coordinator

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