Liaison Officer

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Professional and Managerial Group

Liaison Officer

Admission Services, Office of Registrarial Service

Temporary full-time from July 29, 2019 to November 22, 2019

7 Positions

Hiring #: 2019-0067

Please read the Application Instructions [1] before applying

Reporting to the Assistant Registrar - Student Recruitment, the incumbents will assist in ensuring that the University meets its enrolment and revenue targets through a strong applicant pool of committed and well-qualified applicants by: developing a personal, compelling and informative presentation about the University of Guelph and delivering dynamic presentations at approximately one hundred Ontario high schools as part of both the Individual School Visit Program and the University Information Program. Liaison Officers will be required to complete extensive, rigorous training which will include presentation skill development and content learning regarding the University’s academic programs and student services, admission policies and requirements, and scholarships and awards. This information is used to deliver engaging presentations, respond to questions and counsel prospective students, parents and secondary school officials. Liaison Officers will also participate in all on- and off-campus recruitment events, including the Ontario Universities’ Fair, Fall Preview Day and Science and Engineering Sunday. Liaison Officers will also be responsible for: logistics planning as it pertains to travel and school visits, preparing reports on all visits, completing expense reports, assisting with the production of liaison materials and information; general correspondence; and other duties as assigned.

Requirements of this position include: A university degree (preferably from the University of Guelph) and one (1) year relevant experience in the liaison, registrarial or student services environment, public relations or marketing or an equivalent combination of education and experience; demonstrated excellence in public speaking, presentations, verbal and written communications and interpersonal skills; professional judgement, tact, diplomacy; flexibility and adaptability; ability to work both independently and as part of a team; excellent organization skills and demonstrated problem solving skills. A valid, full G - Ontario driver’s license is essential. Extensive travel throughout Ontario is required. Must be able to work evenings and weekends.

Classification P02*

Professional/Managerial Salary Bands [2]

*Tentative evaluation

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.

Posting Date: 2019 02 13
Closing Date: 2019 03 06