Assistant Manager, International Admission

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Professional and Managerial Group

Assistant Manager, International Admission

Admission Services, Office of Registrarial Services

Hiring #: 2019-0141

Please read the Application Instructions [1] before applying

Reporting to the Manager, International Recruitment and Admissions (MIRA), the Assistant Manager, International Admission (AMIA) is responsible for ensuring that the University of Guelph meets its international enrolment and revenue targets by managing the admission process for manually adjudicated semester 1 students. This management includes developing and implementing admission strategies and customer service systems improvements to support a strong and growing applicant pool of committed and well-qualified international applicants. This position specializes in the adjudication of admission decisions for students from international curriculum.

As a champion in international admission innovation, the incumbent will maintain a responsive knowledge bank of solutions in support of the International Recruitment and Admissions Team. This role will oversee: the two International Recruitment and Admission Coordinators (IRACs) and work study students as needed in their day-to-day admission-related operations; the updating of detailed curriculum changes in web-based as well as all print materials both domestic and international that relate to international admissions as well as annual Common App systems updates.

The Assistant Manager, International Admission is responsible for ensuring our admission practices, processes and protocols remain innovative and in-line with best-practices in the sector and support the growth of our enrolment funnel of qualified undergraduate degree applicants from diverse education systems and backgrounds; developing admission-related documentation and support systems for a future Summer Program and applicants to the Integrated Admission Pathways; International Counsellor Relationship management; support the building of a robust database to maintain relationships with key contacts in schools and within the independent counsellor community; assisting the Manager International Recruitment and Admissions as part of the larger recruitment and admissions strategy within Admission Services; providing leadership on file adjudication, admission training, document verification and research/identification of best practices as it relates to international admissions.

The incumbent is responsible for offering advice and counsel to prospective students, their parents/guardians and high school guidance counsellors with respect to admission requirements (domestic and international), academic program profiles and other issues related to admission, providing counsel, advice and options regarding alternative avenues for prospective students and current applicants. This position is also charged with having a thorough knowledge base of all degrees and majors as well as on-campus resources that may facilitate applicants’ academic transition and success as a student at the University.

Under the direction of the MIRA and with advice and data from the Assistant Manager, International Recruitment, the incumbent is responsible for developing relationships with their guidance staff in local international schools and upon request, when IROs are unavailable, recruiting and presenting to international students in local Ontario high schools, language schools and at events with larger numbers of high quality international students and upon request. Individual and joint presentations with the Assistant Manager, International Recruitment or members of the IRO team will also be expected on campus to ELCP (English Language Certificate Program) students.

Unencumbered local and international travel is required ie. valid passport and drivers licence required.

Requirements include: Undergraduate Degree in a related discipline (Master's Degree preferred) and three (3)
Assistant Manager, International Admission
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years relevant experience; strong administrative skills, including strategic planning and evaluation; excellent oral and written communication skills, ability to work independently and with others; exceptional organization ability; proficiency in Microsoft Office including Word, Excel and Powerpoint.

The incumbent must be able to work well in a fast-paced, high-pressure, deadline driven environment with close attention to detail and accuracy, and strict adherence to University policies and procedures.

Position Number 497-008
Classification P04*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

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 03 27
Closing Date: 2019 04 10

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