Student Recruiters

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Professional and Managerial Group

Student Recruiters

Communications, OAC – Ridgetown Campus (Ridgetown, ON)

Temporary full-time from September 5, 2019 to December 13, 2019

2 Positions

Hiring #: 2019-0384

Please read the Application Instructions [1] before applying

Reporting to the Manager, Communications and Advancement - Student Recruiters will assist in ensuring that the University’s Ridgetown Campus 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’s Ridgetown Campus diploma and certificate programs; and delivering dynamic presentations at approximately one hundred Ontario high schools as part of both the Individual School Visit Program and the College Information Program. Student Recruiters will be required to complete on-site training which will include presentation skill development and content learning regarding Ridgetown’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, teachers and secondary school officials. Student Recruiters will also participate in all on- and off-campus recruitment events, including the Red Carpet Days and related industry trade shows. Recruiters will also be responsible for: logistics planning as it pertains to travel and pre-booked school visits, preparing reports on all visits, completing expense reports, 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 student recruitment/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. These positions are located in Ridgetown, ON (2 hours west of Guelph Campus), and extensive travel throughout Ontario is required. Must be able to work/travel some evenings and weekends.

Classification P02

Professional/Managerial Salary Bands [2]

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 07 08
Closing Date: 2019 07 22

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