Assistant Manager, International Recruitment

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Professional and Managerial Group

Assistant Manager, International Recruitment

Admission Services

Hiring #: 2019-0455

Please read the Application Instructions [1] before applying

Reporting to the Assistant Registrar, International Recruitment and Admissions (ARIRA), the Assistant Manager, International Recruitment (AMIR) is responsible for ensuring that the University of Guelph meets its international enrolment and revenue targets by developing, implementing and managing recruitment strategies and marketing plans in order to generate a strong applicant pool of committed and well-qualified international applicants.

The Assistant Manager, International Recruitment is responsible for creating innovative recruitment strategies that will enable enrolment growth with a manageable enrolment funnel of qualified undergraduate degree applicants from diverse educational systems and backgrounds. This recruitment will include, but is not limited to the engagement of regional representatives and agent networks in key countries. The position assists the Assistant Registrar, International Recruitment and Admission with the support of the International Recruitment Officers (IROs) to develop training materials and implement a training program in person and via Webinars for a growing number of regional representatives (agents) in key markets. As part of the larger recruitment strategy, provide leadership on developing international alumni networks in conjunction with Alumni Affairs & Development, contributing as a member of the International Advisory Panel, managing the development of country/region-specific Student Advisory Panels in designated markets. As a champion in international recruitment innovation, the incumbent will maintain a responsive knowledge bank of solutions in support of the International Recruitment Team. This role will oversee: the two International Recruitment Officers in their day-to-day operations; developing and promoting a Summer Program and the promotion of Integrated Admission Pathways; off-shore advertising and market and brand development; International Counsellor Relationship management; and building a robust database to maintain relationships with key contacts in schools, Cultural Bureaus, Embassies, High Commissions and Trade Offices, foreign government departments and agencies worldwide.

The incumbent is responsible for adjudicating international semester one applications for a defined population as needed for spot admissions and in support of the Assistant Manager, International Admission and to assist with document verification and research/identify best practices related to international recruitment.

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.

Requirements of the position include: Undergraduate Degree (Master’s Degree in International Education Management, Leadership, Marketing, or Psychology preferred) and three (3) years related experience. Strong administrative skills, including strategic planning and evaluation, budgeting, and human resource management; excellent oral and written communication skills; superb judgement; exercises tact and diplomacy; experience in international travel; proven ability to be innovative, creative and passionate in developing new practices, programs that advance the internationalization mandate; strong interpersonal and human relations skills; trained in the Intercultural Development Inventory (IDI); ability to work independently and with others; exceptional organizational ability; ability to analyze and interpret data and translate it into an action plan; valid driver’s licence; Proficiency in Microsoft Office (applications including but not limited to Word, Excel, Powerpoint), Computer information systems: Liaison Computer System, Ellucian’s Student Information System (Colleague), the University of Guelph Prospect Management System; Hydraulic lift training.
Position Number          497-007
Classification                P05*

[2] Professional/Managerial Salary Bands

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a [3] culture of inclusion 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 08 14
Closing Date: 2019 08 21

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