International Recruitment Officer
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Professional and Managerial Group

International Recruitment Officer
Admission Services, Office of Registrarial Services

Hiring #: 2019-0482

Please read the Application Instructions [1] before applying

Reporting to the Assistant Manager, International Recruitment, the core function of this position will be to recruit international students residing in Canada and abroad as a mechanism to increase the number of international applications we receive and the conversion of those admitted to subsequently enroll at the University of Guelph. The incumbent will be required to: represent the University of Guelph at education fairs and in schools; prepare all logistics for school visits and travel; foster relationships with guidance counselors, educational consultants, school officials and other key external constituents who are involved in the application and enrolment process; provide proactive communications to international curriculum inquiries/applicants; manage lead generation and message campaigns through existing databases and viral media in cooperation with Marketing and Communications – Admissions and within the larger Admission Services recruitment strategy; provide leadership on developing international alumni networks alongside Alumni Affairs and Development; be a contributing member to the International Advisory Panel; manage the development, design and implementation of special outreach projects to segmented groups of potential students and manage the development of country-specific Student Advisory Panels as required; provide admission counselling specific to certain curriculum/regions; research document verification; and analysis of best practices in international recruitment.

Requirements of this position include: a university degree (preferably from the University of Guelph); 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 verbal and written communication preferably in multiple languages; strong interpersonal skills in particular when dealing with those in authority; demonstrated first-hand cross-cultural experience; clear understanding of how to market and communicate information to a variety of cultures and religious affiliations; practical experience with Excel, databases, word processing and presentation software; understanding of international credentials is an asset. A valid Ontario driver’s licence and a passport which enables uninhibited travel are essential. Must be able to work weekends and evenings. Extensive travel both internationally and within Ontario is required.

Position Number         497-003
Classification               P03*  

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 08 26
Closing Date: 2019 09 10
Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/international-recruitment-officer

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