Admission Counsellor

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Professional and Managerial Group

Admission Counsellor

Admission Services

Temporary full-time from September 2019 to February 21, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0484

Please read the Application Instructions [1] before applying

Reporting to the Assistant Registrar, Admission Services, the incumbent will be responsible for admission to specific undergraduate degrees/undergraduate professional degrees/diploma program, with particular emphasis on advanced standing applications; developing and recommending strategies and action plans to meet program enrollment targets and to reflect University initiatives; counselling current and prospective students and their parents with respect to admission requirements and other related issues; evaluating academic qualifications to determine admissibility and interviews with students whose admission/readmission is not straight forward; recommending a course of action for students, which can include further academic upgrading, other career options or further professional counselling; conveying admission decisions to applicants and responding to applicants questions and unique circumstances; consulting and advising deans, directors, program counsellors and admission committees on policy and procedure development and interpretation for all programs; develops and recommends to the Assistant Registrar, Admissions, strategies and action plans to meet program targets and handle new developments and may be responsible for the implementation of these strategies; determines and assigns transfer credit where applicable and assigns continuation of study; providing support for recruitment activities and representing their specific programs at such events; undertaking special projects and other related duties.

Requirements of this position include: Undergraduate degree and five (5) years related experience, or an equivalent combination of education and experience. Experience in admissions adjudication or related administrative experience in an academic environment; comprehensive knowledge of post-secondary domestic and international education systems is required as well as the university facilities and services available to Guelph students; ability to effectively and efficiently counsel a diverse applicant group with respect to undergraduate programs and requirements, admission and admission related issues; previous experience and counselling skills in guiding a client base through the discussion of specific circumstances and their relevance throughout the application process; proven ability to work with academic and administrative staff to ensure effective implementation of admission policies and procedures; and a thorough understanding of a complex, highly structured on-line admission student information system.

Additional requirements include: excellent oral and written communication skills as well as interpersonal skills; ability to demonstrate tact and diplomacy; well-developed judgement and problem-solving skills; knowledge of FIPPA legislation; comprehensive knowledge of computer systems – Colleague experience preferred; ability to work effectively on teams as well as independently; a valid driver’s license and a willingness to occasionally work outside of regular office hours.

(Covering) Position Number   442-002
Classification   P05* (Under review)
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 08 26
Closing Date: 2019 09 03

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/admission-counsellor

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