International Recruitment & Admissions Coordinator

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

International Recruitment & Admissions Coordinator

International Recruitment, Admission Services

Hiring #: 2019-0580

Please read the Application Instructions [1] before applying

Reporting to the Assistant Manager, International Admissions (AMIA), the International Recruitment and Admissions Coordinator (IRAC) is responsible for supporting the Recruitment and Admission of international students and out-of-country Canadians globally. This is done by: processing applications and documents for semester 1 and transfer applications. Outreach to Guidance Counsellors, agency staff and other university recruitment and admissions representatives overseas and students seeking clarity on the document submission and verification processes. Provide logistical and other support for International Recruitment Officers (IROs) along with coordination and management of work study student tasks. Maintain web-based live chat “function” and answer inquiries from international and out-of-country Canadian applicants by email and telephone. The IRAC position reports to the Assistant Manager, International Admissions and works closely with the Assistant Registrar, International Recruitment and Admissions, the Assistant Manager, International Recruitment and the IROs to ensure that promotional materials and admission information for potential applicants and international recruitment activities are sent in a timely fashion. The IRAC is also responsible for other duties as assigned by the Assistant Manager, International Admissions.

Must have:

- One (1) year post-secondary education in a related field and one (1) year related experience or an equivalent combination of education and experience
- Experience with the Internet (Google or Firefox) to research topics when required
- Performed tasks in Word (including mail merges) and Excel (ie. tracking inventory)
- Used an email system and be familiar with databases
- First-hand cross-cultural communications experience or training
- Cultural sensitivity
- Understanding the benefits and utilization of social media, internet communications and web sites
- Very strong planning skills
- Excellent interpersonal communications skills, including effective relationship building and experience working with students and individuals in positions of authority
- Exemplary written and oral communication skills
- Telephone and customer service experience
- General office duties

Proven ability to:

- Think and act quickly and effectively under pressure in a deadline-driven environment
- Exercise tact, confidentiality, diplomacy, discretion and good judgment
- Multi-task
- Work within tight deadlines with competing priorities
Fluency in more than one language is a definite asset

Position Number         497-005  
Classification            USW, Local 4120 Salary Band 4*  
Salary Range          $23.13 Minimum (Level 1)  
                      $25.85 Normal Hiring Limit (Level 3)  
                      $31.29 Job Rate (Level 7)  

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] 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 10 22  
Closing Date: 2019 10 29

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/international-recruitment-admissions-coordinator

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