Recruitment Officer

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Professional and Managerial Group

Recruitment Officer

Dean’s Office, College of Engineering and Physical Sciences

Hiring #: 2020-0084

Please read the [Application Instructions](https://www.uoguelph.ca/hr) before applying

The College of Engineering and Physical Sciences (CEPS) uniquely combines Chemistry, Computer Science, Engineering, Math & Statistics, and Physics to enable innovative and collaborative teaching, learning, and research focused on solving the world’s big problems through teamwork and interdisciplinary scholarship. With over 3,300 undergraduate and 450 graduate students, approximate 135 faculty, and annual research funding in excess of $17M per year, CEPS is positioned to be a significant part of the University of Guelph’s path forward.

Reporting to the Associate Dean, External Relations, the Recruitment Officer acts as the ‘Public Face’ for undergraduate recruitment in the College of Engineering and Physical Sciences. While the main focus for the Recruitment Officer will be to recruit and retain undergraduate students in the programs offered by the School of Computer Science (SOCS), the Recruitment Officer will also be responsible for developing and executing recruitment strategies for other academic units within the college or for professional master’s programs. It is expected that this role will work closely with key personnel in SOCS, the College and across the University to ensure the CEPS meets its enrollment targets as set out by the University’s strategic enrollment plan and the College’s strategic plan.

Responsibilities will include:

- conducting secondary school visits to promote computer science at the University of Guelph
- working with Admissions to represent the SOCS at Admission’s sponsored events (i.e. Ontario University Fair, Fall Preview Day, Science and Engineering Sunday, Campus Day, Interaction Conference, and Spring Academic Open House)
- developing and executing campaigns to encourage excellent applicants to visit the University and tour SOCS
- conducting on-campus interactive tours with potential students and their support people
- responding to student and/or support person inquiries (e-mail, telephone, as well as other social media)
- developing strategies and programs to enhance the participation of women and other underrepresented groups in computer science programs (i.e. Go Code Girl)
- assisting SOCS with Orientation Week logistics and events
- developing a network of current students to act as tour guides and ambassadors
- participating and helping to organize events to highlight programs in SOCS (i.e. Science Olympics)
- working with Co-op and Career Services to promote interactions with students and industry (Tech Showcase, Tech Meet & Greet)
- tailoring and executing a recruitment plan for one or more additional programs within the college (will depend on application numbers and college priorities)
- working with CEPS marketing communications team as needed to align strategies and ensure cohesion
- overseeing initiatives to support recruitment to SOCS
- evaluating the impact of admission and liaison activities through the lens of the SOCS’s and College’s strategic plan

Requirements of the position include: an undergraduate degree in science, technology, engineering or
mathematics (STEM) or in marketing and/or communications plus a minimum of 2 years related work experience or an equivalent combination of education and experience. An undergraduate degree in STEM plus post graduate training related to marketing and communications will be preferred. Experience related to recruitment and event planning would be an asset. A proven track record of producing results in high pressure situations and under tight timelines; strong relationship management skills; the ability to foster teamwork and collaboration; the ability to act professionally and ethically; the capacity to solve problems with sound judgment; strong organizational and planning skills; and a high degree of initiative and independence. In addition, the incumbent must have a valid Province of Ontario Class G driver's license. Overnight travel may be required for recruitment events.

Position Number         253-031
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: 2020 02 24
Closing Date: 2020 03 09

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