Student Recruitment Officers

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Professional and Managerial Group

Student Recruitment Officers

Admission Services, Office of Registrarial Services

Temporary full-time from August 2, 2022 to December 9, 2022
5 Positions
Hiring #: 2022-0188

Please read the Application Instructions [1] before applying

Reporting to the Assistant Registrar - Student Recruitment, the incumbents will assist in ensuring that the University meets its enrolment and revenue targets through a strong applicant pool of committed and well-qualified applicants by: developing a personal, compelling and informative presentation about the University of Guelph and delivering dynamic presentations at approximately one hundred Ontario high schools as part of both the Individual School Visit Program and the Ontario University Regional Fairs. Student Recruitment Officers will be required to complete extensive, rigorous training which will include presentation skill development and content learning regarding the University’s academic programs and student services, admission policies and requirements, and scholarships and awards. This information is used to deliver engaging presentations, respond to questions and counsel prospective students, parents, teachers and secondary school officials. Student Recruitment Officers will also participate in all on- and off-campus recruitment events, including the Ontario Universities’ Fair, Fall Preview Day and Science and Engineering Sunday. Student Recruitment Officers will also be responsible for: logistics planning as it pertains to virtual and in-person school visits, preparing reports on all visits, completing expense reports, assisting with the production of recruitment materials and information; general correspondence; and other duties as assigned.

Requirements of this position include: A university degree (preferably from the University of Guelph) and one (1) year relevant experience in the student recruitment, registrarial or student services environment, public relations or marketing or an equivalent combination of education and experience; demonstrated excellence in public speaking, presentations, verbal and written communications and interpersonal skills; professional judgement, tact, diplomacy; flexibility and adaptability; ability to work both independently and as part of a team; excellent organization skills, strong commitment to equity, diversity and inclusion, and demonstrated problem solving skills. A valid, full G - Ontario driver’s license is required. Extensive travel throughout Ontario is required. Must be able to work evenings and weekends.

Classification P02
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: 2022 03 16
Closing Date: 2022 04 06 (extended)

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/student-recruitment-officers

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