



Date Posted: February 4, 2019

# Term Vacancy Notice

Ryerson University is known for innovative programs built on the integration of theoretical and practically-oriented learning. More than 95 undergraduate and graduate programs are distinguished by a professionally focused curriculum and strong emphasis on excellence in teaching, research and creative activities. Ryerson is also a leader in adult learning, with the largest university-based continuing education school in Canada.

**Ryerson is seeking an individual committed to high quality service to students, staff, and faculty for the following vacancy:**

<b>POSITION:</b>	Admissions/Liaison Officer	<b>POSITION NUMBER(S):</b>	10002112
<b>DEPARTMENT:</b>	RO - Undergrad Admiss & Rect	<b>REPORTING TO:</b>	Admissions Manager
<b>START DATE:</b>	A.S.A.P.	<b>END DATE:</b>	1 year from hire
<b>GROUP:</b>	OPSEU		
<b>GRADE:</b>	13	<b>SALARY SCALE:</b>	\$72,051.25 - \$91,272.36
<b>HOURS OF WORK:</b>	36.25 hours per week		
<b>NOTES:</b>	<ul style="list-style-type: none"><li>• Qualified OPSEU candidates will be considered before members of other employee groups. This is a term position with a guarantee to return to home position for OPSEU FTCE employees only.</li><li>• Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.</li><li>• This term position will require very limited travel.</li></ul>		

## **Our culture**

At the intersection of mind and action, Ryerson is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as part of our DNA - our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

As an employer, we're working towards a people first culture and we're proud to have been selected as one of [Canada's Best Diversity Employers](#) and one of [Greater Toronto's Top Employer](#) for 2015, 2016, and 2017. To learn more about our work environment and innovative educational environment, visit <http://www.ryerson.ca>, check out [@RyersonU](#), [@RyersonHR](#), and [@RyersonEDI](#) on Twitter, and visit [our LinkedIn company page](#).

## **The team**

Undergraduate Admissions processes and assesses more than 80,000 applications annually for admission to Ryerson's undergraduate degree programs. This unit strives to:

- Determine and select the most highly qualified and competitive candidates for admission while meeting the university's enrolment targets
- Maintain the highest degree of client service
- Collect, analyze and disseminate admission data to improve functions and policies and also inform and assist stakeholders within and outside of the RO
- Increase the retention of the most highly qualified applicants
- Ensure the integrity and security of all admissions data that is collected and stored in the PeopleSoft system.

## **The opportunity**

As an Admissions/Liaison Officer, you will be responsible for administering admission policies and procedures to reflect the goals and objectives of the University; review applications, evaluate education credentials and make final decisions to admit or refuse students. You will advise prospective students, parents and counselors regarding Ryerson programs, admissions and policies and procedures. In addition, you will create a positive and favorable impression of Ryerson by performing administrative, public relations and presentation duties, including representing Ryerson on and off-campus, to effectively market the university and attract qualified candidates to its programs.

## Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Successful completion of a post-secondary degree program with a minimum of three years work experience in post-secondary admissions including experience with admissions policies and practices, evaluation of secondary and post-secondary education (domestic and international) or equivalent, awarding transfer credits/advanced standing admission, evaluation of international credentials including equivalency, grade conversions, accreditation, determination of possible transfer credits/advanced level admission, or equivalent. An equivalent combination of education and experience may be considered.
- Demonstrated ability to interpret complex program and admissions information and relate it to specific application cases.
- Strong coordination and demonstrated organizational skills are required for the review of applications and processing of admissions decisions for all applicants, including transfers and international students.
- Effective analytical and research skills are required to interpret and implement complex admissions policies and guidelines, and to research and verify domestic, national and international educational credentials and equivalencies.
- Demonstrated experience in managing complex problems, decision-making and exercising sound judgment to make admissions decisions, resolve first-level appeals, grant/deny transfer credits and determine and confirm accreditation.
- Proficiency with Microsoft Office Suite of products, database management and internet/e-mail applications.
- Strong communications and effective presentation skills to implement the University strategic marketing and recruitment plan to deliver presentations to secondary schools, and at various on and off-campus liaison events.
- Proven experience in providing complex detailed verbal and written advice and interpretation of program requirements and policies to community stakeholders, including, students, parents and guidance counsellors.
- Excellent writing skills for reports and the creation of publications and policy manuals.
- Strong experience in analyzing and reporting on statistical data and surveys.
- A successful track record in providing administrative and organizational support in a demanding, deadline-driven work environment, including the planning, development and implementation of policy and procedure improvements.
- Ability to work independently and as an effective team-member; strong time management skills are required to effectively prioritize and handle a large volume of work with multiple conflicting deadlines. Must be flexible to work overtime as required by the demands of the position.

- Travel within and outside of Ontario as a representative of Ryerson University.
- Valid Ontario Driver's license to carry out travel requests.

Note:

- Candidates may be asked to demonstrate qualifications through an occupational test.
- Candidates must have demonstrated a record of dependability/reliability and a commitment to maintain confidentiality.
- Applications can be accepted only online through the Ryerson Career Opportunities page.

**NOTE:**

**SUBMIT RESUME ONLINE AT:** [www.ryerson.ca/jobs](http://www.ryerson.ca/jobs)

**CONTACT FOR INQUIRIES:** Alanna Neshevich, [alanna.neshevich@ryerson.ca](mailto:alanna.neshevich@ryerson.ca),

**DEADLINE TO APPLY:** November 21, 2018(4:30pm)

The complete description for this position is available for viewing in the Human Resources Department, Reception area.

**Ryerson University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority.**