

## Admissions Counsellor Mature and Transfer Students

We invite applications for the position of Admissions Counsellor — Mature and Transfer Students.

Specializing in Mature and Transfer student recruitment and admission, the Admissions Counsellor represents the University to prospective students and parents, assesses applications for admission to the University and for scholarships, prepares related reports, and assists with associated programs and materials. Reporting to the Associate Registrar-Recruitment and Admissions, the Admissions Counsellor also assists with coordinating the recruitment and admissions cycle, provides logistical support to fellow admissions counsellors, and maintains a manual of admissions procedures, guidelines and best practices. To view a complete position description, visit our web site at [www.mta.ca/employment](http://www.mta.ca/employment).

Required qualifications include a university degree and at least one year of admissions, public relations, marketing, or other related experience. The successful candidate will have excellent communication skills, both oral and written, including public speaking experience, will be able to demonstrate initiative, and will work well independently and with others. Proficiency in Student Information Systems (preferably Datatel), Microsoft Office, Wordperfect, E-mail, presentation software, and a familiarity with databases are required. The successful candidate must be able to work flexible hours and travel as necessary. He/she must have a valid driver's license. Knowledge of University student recruitment and admissions best practices, as well as the ability to communicate in both official languages would be a definite asset.

This is a full-time, continuing position. If you are interested in the challenges and opportunities that this position has to offer, please forward your application on or before August 31, 2011 to: Human Resources Department Mount Allison University, 65 York Street, Sackville, NB E4L 1E4 Fax: (506) 364-2385, E-mail: [hr@mta.ca](mailto:hr@mta.ca)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Visit our web site at [www.mta.ca/employment](http://www.mta.ca/employment) for other employment opportunities at Mount Allison University or to register to receive e-mail notification of new opportunities.