

## **JOB POSTING**

Date Posted: August 19, 2011

<b><u>Position Title:</u></b>	<b>Manager, Admissions (Recruitment &amp; Admissions)</b>
<b><u>Vacancy Status:</u></b>	Open
<b><u>Classification/Salary:</u></b>	Exempt (X-250; NOC-1221), Management -VI \$59,279 - \$78,248 per annum (i.e. \$4,939.92 - \$6,520.67 per month)
<b><u>Employment Definition:</u></b>	Full-time (35 hours per week), regular
<b><u>Supervisor:</u></b>	Acting Director, Recruitment & Admissions
<b><u>Position Start Date:</u></b>	As soon as possible

Trent University is renowned for striking a unique balance between outstanding teaching and leading edge research. The Peterborough campus is located on the beautiful Otonabee River in the heart of the Kawarthas and Trent's expanded Oshawa campus is housed in a brand new complex of higher learning. Trent University has approximately 7,800 full and part-time students and a faculty complement exceeding 230. Trent offers over 44 undergraduate and professional degree programs and a total of 14 graduate programs. Trent consistently delivers globally significant contributions in research, teaching and learning.

### **Summary of Duties:**

Under the general direction of the Acting Director, Recruitment & Admissions is responsible for co-ordinating and supervising those activities directly related to admitting domestic and international undergraduate students to the University in a timely, effective and efficient manner. Has a key role in meeting targets through timely admission of new, qualified students.

1. Responsible for overseeing all specific activities of the admissions team and process including, but not limited to timely response and acknowledgement letters, requests for further information and documentation, the evaluation of applicant credentials and files, the actual offer of admission, assessment of transfer credits, and the smooth and effective transition of the student from applicant to registrant.
2. Responsible for hiring and supervision of the Admissions and Transfer Credit Coordinator, Admissions Officers and Admissions Clerks.
3. Maintains day-to-day responsibility for co-ordinating the timely evaluation of all undergraduate applications.
4. Responsible for ensuring that the early admission process at Trent is conducted within the spirit and letter of all rules governing co-operative agreements amongst Ontario's Universities.
5. Responsible for ensuring that the Admissions Officers/Assistants carry out duties in a manner consistent with the overall goals of admitting students to the University.
6. Works with the Acting Director to set expectations for the recruiting and admissions positions for nursing, education and international students.
7. Responsible for development and management of budget related to staffing and supplies for Admissions.
8. Acts as primary contact with the Ontario University Applications Centre to establish and set up codes for Trent University academic programs; close application options and receive reports.
9. Responsible for identifying and implementing all business processes which may be stream lined and targeted for automation and is responsible for working closely with IT to implement same; responsible for ensuring annual audits and testing to ensure constant progress relating to the automation of admissions processes, including the "Applicant Portal".
10. Acts as a key member of the senior administrative team in the Office of the Registrar and Strategic Enrolment Management portfolio who advises senior administration, the Strategic Enrolment Management Committee and the Senate Committee on Admissions and Scholarships. The advice includes, but is not limited to, proposed cut-off averages, establishing the appropriate number of offers of admission and the mix of applicants selected from each category of admission.
11. Prepares and distributes data about applications and other admission statistics which are critical in establishing, monitoring and altering admissions strategies. Reviews application data and flags concerns to the Acting Director and other senior staff as appropriate.
12. Responsible for communicating with prospective students, applicants, counsellors and parents regarding the application process, important deadlines, required documentation and academic requirements for admission.
13. Responsible for responding to a substantial number of inquiries from applicants, specifically about admission decisions and deadlines; must interpret University policy and provide knowledgeable, consistent information in a way that shows good judgment and speaks well for Trent.
14. Ensures that staff in the admissions unit (full-time and casual) distributes the appropriate

- correspondence and information to applicants in a timely, effective and efficient manner.
15. Ensures that information is made available and effective communication takes place between the admissions unit and other campus offices such as the Dean, VP Academic, AVP of Student Services, Director of the Trent International Program (TIP), Finance, etc.
  16. Responsible for determining academic eligibility of Teacher Education, Nursing, Forensic Science and International applicants and ensuring the effective delegation of Trent Registrarial resources to assist in the process of selecting, admitting and refusing applicants in an effective and sensitive way.
  17. Responsible for determining admissibility to the Diploma programs in Indigenous studies and works closely with the Indigenous Studies department to ensure that enrolment targets are met.
  18. Responsible for determining the need for casual assistance from time to time, as well as the hiring, training and primary assessment of casual help required to assist in the processing of applications to the University.
  19. Works closely with IT, and the Systems Manager to program and implement automation of admissions processes
  20. Identify, analyze and assess current work-flow and business processes.
  21. Conducts annual audit, test, update, and/or adapt programming according to cycle requirements to ensure maximum efficient use of automation in admissions.
  22. Other duties as assigned.

**Qualifications:**

1. University degree required.
2. More than two years experience in a related role; demonstrated knowledge of all elements of the admissions processes, plus, solid detailed knowledge of the recruitment processes.
3. Complex technical knowledge and specialized skills in the areas of Information Systems, (experience with the Datatel Colleague product and/or other Student Information Systems (SIS) and specifically with programming codes and sub-routines).
4. Training and experience in a computerized setting (ideally one that uses both state of the art office automation tools and relational database products to achieve a high level of success in the provision of services).
5. Excellent verbal and written communication skills required.
6. Familiarity with Canadian educational systems at both the secondary and post-secondary levels.
7. Familiarity with International educational systems at both the secondary and post- secondary levels.
8. Ability to maintain the confidentiality of student data records.
9. Excellent computing skills including experience with student information systems; advanced MS word, Excel, Access, telnet and FTP.
10. Superior skills in the provision of customer and/ or student services.
11. Superior leadership and organizational skills.
12. Ability to work co-operatively, in a variety of settings, exercising tact, diplomacy and patience, often in stressful situations.

**Closing Date for Applications:** Friday, September 9, 2011; 4:00 p.m.

**To Apply:**

The preferred method for submitting your covering letter and resume is by e-mail to [jobs@trentu.ca](mailto:jobs@trentu.ca) (*Microsoft Word or Adobe PDF format*). Please note the position title in the subject line of your e-mail. If you are unable to send your application by e-mail, you may apply by fax or mail/drop-off your application to: Trent University, Department of Human Resources, 1600 West Bank Dr., Peterborough, Ontario K9J 7B8; Fax: (705)748-1276. **\*\*External applications will be considered only when accompanied by a completed Application Form (see [www.trentu.ca/humanresources/employment.php](http://www.trentu.ca/humanresources/employment.php)).**

**Trent University is an employment equity employer, and especially invites candidacies from women, aboriginal peoples, visible minorities and persons with disabilities.**

*While the University appreciates all applications, please note only those applications from candidates considered for an will be acknowledged.*