



**Director, Student Recruitment**  
**Management Excluded**  
**\$96, 972.00 – 104,537.00 per annum**

*An employee in this classification is excluded from the bargaining unit as defined in the Labour Relations Code.*

## DEPARTMENT SUMMARY

The Division of Student Affairs is committed to creating a vibrant and engaging learning community to inspire and enrich the lives of our students in support of the University of Victoria's vision "to be a university of choice for outstanding students, faculty, and staff from BC, Canada, and around the world." The purpose of the division is to support and inspire the highest standards of student success, community engagement and staff development. The Student Affairs portfolio is comprised of Athletics & Recreation, Campus Services, Enrolment Services, Indigenous Affairs, Registrar, & Student Services.

## POSITION SUMMARY

Reporting to the Associate Vice-President Student Affairs, the Director, Student Recruitment interacts closely with senior administrators and has extensive liaison with outside organizations, including educational associations and institutions, and representatives of the external community. The Director, Student Recruitment will develop, evaluate and oversee a comprehensive strategy for recruiting undergraduate and graduate students from across Canada and around the world. The successful incumbent will provide leadership and supervision for a team of management, professional and clerical support staff and is accountable for the direction, management, and operation of all aspects of recruitment ensuring programs/services are operated in accordance with the university's vision and objectives.

## QUALIFICATION AND APPLICATION INFORMATION

The successful candidate should have:

- a University degree (Masters degree preferred), preferably in business, education, or a related field;
- ten years experience in leading student recruitment initiatives at a post secondary level; and
- five years or more in a managerial and supervisory capacity in a university environment.

Candidates with an equivalent combination of education, training, and experience may be considered.

In addition, the Director, Student Recruitment:

- will have a strong background in developing and implementing a wide range of marketing and communications materials designed specifically for a diverse student audience comprised of graduate, undergraduate, national and international students; and
- must be willing to travel 3-4 weeks per year representing the University at International locations.

To view a full position description and apply for this position, visit the University of Victoria Human Resource website at <https://uhire.uvic.ca/cgi-bin/WebObjects/uhire> before 4:30 pm, December 12, 2011.