

# Job Title: Director, Recruitment

Requisition ID **342** - Posted - **Sir George Williams (Downtown) - HR POLICIES - Full-Time**

**Position Number:** 50001190 / C4365

**Department:** General Administration

**Campus:** Sir George Williams (Downtown)

**Salary:** \$117,443 – \$136,220 per annum

**HR Policy:** HR POLICIES

**Posting deadline:** October 7, 2022

Recognized as Canada's top university under the age of 50, and one of Montreal's top Employers, Concordia University is the place to be if you are looking to grow, contribute and innovate in a dynamic and multicultural environment.

Be part of a community that addresses society's big challenges, supports your personal and professional growth, and makes a real impact in building a more sustainable world.

As a member of our community, you will have access to comprehensive benefits, a defined pension plan and numerous on site well-being facilities such as a state of the art gym and health clinic as well as a variety of educational and cultural opportunities.

**NOTE:** *This is a five-year full-time renewable contract position.*

## SCOPE

Reporting to the Executive Director, Enrolment Services and University Registrar, the incumbent provides leadership and direction in University-wide strategic and operational recruitment planning as well as oversees the implementation of recruitment strategies which help meet the University's enrolment goals.

## PRIMARY RESPONSIBILITIES

- Lead, in consultation with faculties and other stakeholders, the development, coordination, and implementation of University-wide recruitment strategies for both Canadian and international students at the undergraduate and graduate levels.
- Provide leadership and define operational plans to align with the strategic enrolment plan of the University. Implement action plans based on objectives related to student recruitment goals as well as analytics.
- Review available recruitment/enrolment data as well as conduct and/or oversee recruitment/enrolment market research in support of recruitment efforts.
- Implement a strategy to attract and increase Quebec students to the University.
- Provide strategic leadership over Welcome Center operations, Open House events as well as online student recruitment opportunities.
- Hire, direct, and supervise staff in the Recruitment Unit. Identify training needs and introduce professional development opportunities in support of the needs of the Recruitment Unit.
- Work collaboratively with the Faculties, University Communications Services and other internal and external partners with a view to provide functional oversight and operational specifications to IITS in support of a student recruitment information system. Work with partners in order to optimize the CRM in student recruitment practices.
- Oversee various working groups at the university at both the graduate and undergraduate levels as they pertain to student recruitment activities.
- Recommend a budget for the unit and ensure that expenses stay within established limits.
- Develop and work with alumni relations to identify areas of collaboration as it pertains to student recruitment strategies.
- Lead the development of a training program for Faculty and Staff involved in student recruitment activities.

## REQUIREMENTS

- Bachelor's degree and four to seven years of relevant managerial experience, including at least four within a University environment.
- Knowledge and experience in working with, admission, student recruitment, and academic policies and

procedures issues, as well as enrolment management strategies.

- Experience in business-process analysis and design; familiarity with the latest client-service trends as they relate to the recruitment function.
- Knowledge of statistical concepts and ability to apply these in line with recruitment and enrolment trends and in support of demographic analysis, using statistical analysis and database software.
- Experience in the development and implementation of marketing strategies.
- Excellent interpersonal, leadership, and communication skills with demonstrated public speaking/presentation abilities.
- Demonstrated planning, organizational, and decision-making skills, coupled with the ability to establish and respond to priorities in a fast-paced results-oriented setting.
- Self-starter with strong analytical and problem-solving skills, and the ability to motivate people.
- Proven team leader and team builder, with the ability to foster a positive team environment.
- Good knowledge (Level 4) of spoken and written English and French in order to communicate effectively and to draft correspondence, documentation, and reports.
- Basic knowledge of Word (to create and edit documents); good knowledge (Intermediate level) of Excel and PowerPoint (to create spreadsheets and to develop interactive presentations).

Due to the volume of applications, only selected candidates will be contacted by our Talent Team.

Concordia University is an English-language institution of higher learning at which the primary language of instruction and research is English. Since this position supports academic and administrative functions of the university, proficiency in English and French, as indicated, is required.

**IMPORTANT: The language and computer skills of short-listed candidates will be tested.**

### **Territorial Acknowledgement**

Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

### **Employment Equity**

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications. As part of your application, you will be asked to complete a diversity survey. This information is voluntary and any information collected for this purpose is confidential and cannot be accessed by search committees or human resources employees. Results will be aggregated and used to help Concordia achieve its goal to see all members of our community not only reflected, but welcomed, included and supported in their efforts to contribute to all areas of university life.

### **Accessibility**

Concordia desires to increase diversity among its community members and we strive to make our recruitment processes as accessible as possible and provide accommodations as required for applicants. If you are contacted for an interview and anticipate needing accommodations during the process, please contact, in confidence, hr-employment@concordia.ca

### **Immigration Status**

All qualified candidates are encouraged to apply; however, Canadian and Permanent Residents will be given priority. To comply with the Government of Canada's reporting requirements, the University is obliged to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens.