

MANAGER, ADMISSIONS & STUDENT LIFE

ADMISSIONS & SUPPORTS

NorQuesters are difference makers and we're searching someone who can lead from where they are, have honest conversations and find ways forward in the progressive strategic development of admissions, transfers, pathways, and our new Student Life unit.

Student Life is a new area of the college that will be accountable and responsible for owning the student life experience for learners, helping students navigate pathways and supports to enhance student preparedness and providing students with an exceptional experience while supporting a healthy and safe environment that enhances success.

Reporting to the Director, Admissions & Supports, the Manager, Admissions & Student Life will be a strong leader for the Wetaskiwin campus, faculty and staff, and as necessary, act as a key connector for NorQuest to industry, community, and adult learners across the region. The position is instrumental in implementing and supporting NorQuest's indigenization efforts at the Wetaskiwin campus, in collaboration with the Manager, Indigenous Relations & Supports, as well as advancing the growth of that campus through innovative means in collaboration and partnership with other areas of the College.

HOW YOU'LL MAKE A DIFFERENCE

- Design pathways and student readiness services through a learner experience lens.
- Lead the regional engagement effort for Wetaskiwin alongside key NorQuest partners for strategic growth.
- Design and operate the digital learner experience.
- Work collaboratively with other college departments to innovate and advance the growth of student experiences.
- Develop strategic outlook that aligns with emerging trends and college priorities.
- Apply a systems approach to admission processes, pathways, and services that includes ongoing, formative evaluation.
- Measure success of plans, projects, and initiatives and use results to improve performance and/or further evolve services.
- Build relationships, and co-design services with, relevant customer segments.
- Regularly report on service usage and provide annual reporting to executive.

- Work closely with the Registrar and other key positions within and beyond the Learner Experience division to ensure goals are achieved.

WHAT YOU BRING

- Completed post-secondary degree in a related field.
- A graduate degree, preferably and MBA, would be a valuable asset.
- 5+ years' experience in a post-secondary leadership role, with expertise in admissions, building inclusive pathways and student services.
- Experience working in a service-oriented and inclusive environment that honours and respects diversity.

WHAT MAKES YOU A DIFFERENCE MAKER?

As a difference maker you bring:

- Ability to analyze complex situations, implement practical solutions, and manage crisis situations effectively.
- Demonstrated ability to build relationships and work effectively with diverse populations.
- Commitment to stay current with educational trends and best practices in admissions and an understanding of diverse student needs to inform how strategy is operationalized.
- Commitment to work in a community college setting, and maintain sensitivity to the needs of a diverse student population.
- Organizational intelligence and deep knowledge of impacts of operational structures and management strategies.
- Proven track record of operationalizing strategic outcomes effectively.
- Strategic leadership and planning skills, with ability to independently develop and implement strategic and operational plans for the business unit that align with department, division, and/or college goals and strategic priorities.
- Excellent collaboration and customer service and engagement skills.
- Strong coaching and performance management skills with ability to lead professionals in their area of expertise.
- Excellent organization and time management skills.
- Excellent communication (both written and oral) and interpersonal skills.

SALARY: \$108,222 - \$135,306 reflective upon what you bring. AKA your education and experience. This is a permanent position with immediate access to our great pension and benefit programs.

We offer flexible work options. We strive for balance between a flexible work environment, connectedness to the campus community, and ensuring NorQuesters are set up to succeed in their roles and responsibilities. This position will require regular campus presence at both our Edmonton and Wetaskiwin campuses.

COMPETITION NUMBER: 2022-3661

CLOSING DATE: Open until an amazing candidate is found - if this role interests you please don't wait to apply as we will be reviewing applications as they're received.

Apply to become a NorQuester: If this opportunity delights you and your expertise will shine in this role, we invite you to apply for this position online by uploading your resume and cover letter combined as one document.

Psst: Only candidates shortlisted for an interview will be contacted and we'll make sure to do this within 28 days of the closing date.

Difference Makers. If we were to describe what NorQuest College is, we'd say these two words. We are so fundamentally driven in our mission to make a difference to our students, our community, and to our fellow NorQuesters, that it guides what we do, who we meet, and where we are headed.

So how do we make differences?

- **We empower NorQuesters.** When it comes to working, it's up to you to decide where (on campus or from another location) and how you work. NorQuesters are expected to embody our Qs—lead from where you are, be dependable, find ways forward—to name a few, but how you do that is your choice!
- **We unlock potential.** Whether its newcomers to Canada who want to improve their English, students who want to complete their academic upgrading, learners pursuing post-secondary education, or anyone who wishes to strengthen their skills through professional development, our passion to educate touches people of all levels and all backgrounds.
- **We strengthen Alberta.** From our graduates who hit the ground running, to our partnerships with government, industry, and business, to our commitment to communities, including a dedicated focus on Indigenous communities, we contribute

to our province and make it stronger. We strive to be an employer of choice for First Nations, Metis and Inuit people in Canada by leading, supporting, and being an ally through our work toward decolonization, reconciliation, and Indigenization.

And that's a snapshot of how we are Difference Makers. But there's so much more to us and we invite you to [explore further!](#)