

Centennial College

POSITION VACANCY

Student Recruitment Representative (Part-time Contract, multiple positions available)
Enrolment Services

Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this value through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Aboriginal Peoples, Visible Minorities, Persons with Disabilities, Lesbian Gay, Bisexual, Transgender and Queer persons.

Classification:	Regular Part-Time Support Staff
Salary Range:	19-S-103 - \$24.92-\$31.15
Location:	Progress Campus
Hours per week:	24 hours
Current Shift Schedule:	Fluctuating between August 19, 2019 and November 30, 2019

Position Summary:

The Student Recruitment Representative (SRR), under the direction of the Manager of Student Recruitment, has a primary function of promoting Centennial College to prospective students in secondary and post-secondary institutions; community, educational, and career organizations; and business and industry (collectively, "prospective institutions").

The incumbent is accountable for reaching out to, engaging with, and establishing positive communication and relationships with prospective students with the goal of increasing the quantity and quality of leads and applicants into all Centennial programs, pathways, and delivery methods (e.g. full-time and part-time studies). The SRR actively promotes and encourages prospective students to connect with Centennial and attend on-campus events and activities.

The incumbent is accountable for identifying, engaging with, and establishing positive communication and relationships with prospective institutions and their staff and representatives with the goal of ensuring that pertinent Centennial College information is available directly and indirectly to potential students who are in the process of making post-secondary educational decisions.

Extensive travel throughout Southern Ontario, with significant evening and weekend hours, is required.

Responsibilities:

- Provides detailed, comprehensive and accurate College and program-specific information and advice through presentations, one-on-one consultations, telephone and email enquiries initiated by prospective students, regarding Centennial's programs (full- and part-time), courses, admission requirements and process, registration processes, and student services resources to facilitate ease of decision making and enrolment in Centennial College;
- Based on the department's strategic plan, establishes connections with key partners and influencers in the high schools (guidance personnel, teachers, principals, boards of education) and agencies (employment counsellors, language teachers) to stay abreast of trends, issues, and to ensure Centennial's positive image and presence is firmly established in sources institutions;
- Prepares reports on recruitment activities that summarize the number of clients, contacts and events. These reports are used to catalogue current activity levels and recommend future activities;
- Advises (through various mediums) schools, potential students and their influencers of Centennial College programs, services, articulation agreements and opportunities, policies and procedures on an ongoing basis.
- Assists with college-wide recruitment and conversion events and campus tours as necessary.

Qualifications/Experience:

- Two year diploma or equivalent education and work experience in Business, Marketing, Public Relations, Communications or a related field;
- Minimum two years demonstrated experience in sales or public speaking, preferably within a post-secondary setting;
- Demonstrates the ability to communicate, develop rapport and form productive customer relationships with a wide variety of potential prospects (secondary school students, mature students) and their families and representatives in culturally diverse environments;
- Demonstrated superior customer service, sales, interpersonal, and organizational skills;
- Demonstrated ability to work independently, to establish and meet priorities and exercise good judgement;
- Experience with data collection, databases and/or Customer Relationship Management (CRM) systems;
- Understanding of the diverse needs of post-secondary students with a focus on what engages and appeals to students; Experience developing and delivering multimedia presentations to large groups; Experience with Office 365 suite;
- Must be physically capable of performing duties as assigned, including driving and standing for long periods of time and lifting materials weighing up to 30lb;
- Extensive knowledge of Centennial College's programs, services and structure is an asset;
- A working knowledge of post-secondary programs throughout Canada is an asset;
- A valid Ontario Driver's License (Class G) and access to a reliable vehicle are required.

Apply online: www.centennialcollege.ca/careers

"Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents will be required at the time of job offer."

When applying, your cover letter and résumé must include examples that reflect all of the requested skills and qualifications and must be **submitted online by 4:30 PM on June 24, 2019. Please quote Competition # 19-S-103**. Misrepresentation of applicant information will be grounds for your exclusion from the competition or for dismissal should you subsequently be hired for the position.

We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted. We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).

COMPETITION # 19-S-103

POSTING DATE: June 17, 2019
EXPIRY DATE: June 24, 2019