



UNIVERSITY OF TORONTO
OISE | ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

Director, Recruitment and Admissions

Date Posted: 07/23/2021

Req ID: 4934

Faculty/Division: OISE

Department: Office of the Registrar and Student Services

Campus: St. George (Downtown Toronto)

Description:

Reporting to the Registrar & Senior Director, Students and working closely and collaboratively with other key members of the OISE senior management team, the Director, Recruitment and Admissions provides overall leadership and direction for recruitment and outreach, admissions, and conversion activities at OISE. The Director shapes the future student experience with passionate servant leadership of a dynamic team. Leveraging all forms of the latest technology including Slate, the Director's team creates a positive future student experience through building relationships with each future student as they move through the enrolment funnel. A top priority of this role is to infuse equity, diversity and inclusion (EDI) into all marketing, communications, recruiting and events to reshape the student population at OISE by attracting and retaining Black and Indigenous students in particular.

The Director is responsible for reviewing the current Academic Plan as well as the changing student environment to develop OISE's strategic enrolment plan (SEP) in conjunction with OISE's Deans and Chairs and articulate strategic priorities, enrolment goals, tactics, metrics, and benchmarks. The incumbent oversees all digital and traditional recruitment and outreach processes including pipeline and market development, key stakeholder engagement, marketing and communications, and yield and conversion activities, ensuring that the SEP is consistently proactive, targeted and coordinated in its efforts. The Director manages all aspects of the admissions cycle including applicant guidance and support; the establishment of admissions criteria and candidate evaluation and selection in conjunction with the Chairs; yield prediction and target monitoring; data collection and reporting; etc. The Director manages a team of full-time, appointed staff as well as part-time support staff during peak operational periods and has responsibility for organizational design and resource planning, recruitment and hiring, training and assignment of work, performance management and development. The Director develops and manages the Recruitment and Admissions operating budget and is responsible for coordinating OISE's entrance scholarships and awards.

The Director, Recruitment and Admissions, is a member of the ORSS' senior management team and a key driver in terms of OISE's ability to attract the best and brightest students from Canada and around the world. In this ever-evolving and competitive graduate student landscape, the Director is an experienced recruitment and admissions professional with a sound knowledge of strategic enrolment management (SEM) principles and best practices. They possess a deep understanding of higher education generally (its aims, structures, governance, and processes) and graduate education more specifically. They are recognized as an effective, innovative and collaborative leader who is attuned to demographic and market changes, the competitive landscape, new developments and innovative admissions and recruitment practices in higher education. The Director brings a strategic, data-driven, and technology-enabled approach to all facets of the portfolio. They represent OISE on key recruitment and admissions committees, working groups and round tables internally and externally.

Minimum Qualifications:

I. EDUCATION:

- University degree required; graduate degree preferred; or an equivalent combination of education and experience.

II. EXPERIENCE:

- Minimum seven (7) years' progressive strategic experience related to university recruitment and admissions.
- Strong understanding and knowledge of the higher education landscape (especially graduate study; graduate education is preferred) and experience translating this knowledge into effective marketing and outreach plans.
- Demonstrated leadership and management experience effectively managing staff, preferably in a unionized environment.
- Direct experience developing, implementing and continually evaluating student services in a postsecondary education environment.
- Proven experience developing strategic and operational plans, preferably as they relate to student recruitment, enrolment and retention.
- Experience building collaborative working relationships with multiple stakeholders, internal and external.

III. SKILLS:

- Efficient and sophisticated data collection and analysis skills
- Superior communication and customer services skills
- Excellent reporting and presentation/public speaking skills
- Proven problem-solving and facilitation skills in resolution of issues related to student enrolment and retention
- Excellent organizational skills
- Highly computer literate with sound knowledge of PC platforms, digital marketing & communications, internet, CRM and student information systems
- Highly motivated with proven leadership and mentoring skills
- Tact, diplomacy and proven professionalism relating to working collaboratively
- Cross-cultural competence
- Well-versed in matters of diversity, equity, inclusion and access

IV. OTHER:

- Current advanced knowledge of best practices in post-secondary admissions and recruitment.
- Ability to analyze complex technical tasks and implement solutions.
- Ability to think logically and consistently, plan, coordinate, commitment to improving the work environment, ability to negotiate and organize a heavy workload.
- Ability to recognize and maintain the confidentiality of sensitive personal and operational information.

Closing Date: 08/08/2021, 11:59PM ET

Employee Group: Salaried

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone: PM 4 -- Hiring Zone: \$92,421 - \$107,826 --

Broadband Salary Range: \$92,421 - \$154,035

Job Category: Student Services

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Apply Here: <https://career17.sapsf.com/sfcareer/jobreqcareer?jobId=4934&company=universi05P4>