



Vacancy Notice

Position Title: Coordinator, Admissions
Department: Office of Admissions
Affiliation: NSGEU Group 5
Salary: \$38,259-\$42,919 per the Collective Agreement
Hours of Work: 35 hours per week as scheduled.

POSITION SUMMARY

The Coordinator, Admissions is responsible for coordinating the efficient operation of the admissions functions and campus tour program in the Office of Admissions. Reporting to the Director, Admissions and Enrolment Services, the Coordinator, Admissions is responsible for providing accurate information about admissions requirements and procedures to prospective students, updates applicants on the status of their application throughout the admissions process in person, in print and online, and coordinating the adjudication process of applications including preparing and distributing offers of admission.

- Coordinated application and admission process, including the dissemination of information, receipt of applications, documents, and fees, preparation of applications for adjudication, ongoing correspondence with applicants, and the preparation and distribution of offers of admission.
- Acts as the primary administrative contact for the Office of Admissions including: reception, responding to inquiries, appointments, screening mail, telephone messages, setup and maintenance of filing systems, correspondence and scheduling tours.
- Creates and maintains all paper and digital records for applicants and coordinates the transition of applicant records to student records using CRM/application and ERP/SIS systems.
- Assists in the coordination of on-campus tours and events related to admissions, recruitment, registration, orientation, and student experience, including training student ambassadors, maintaining the online tour booking system and liaising with all NSCAD departments for access and assistance for regularly scheduled tours and special events.
- Responsible to prepare reconciliations and regular reports and research in the area of work.
- A variety of other duties as assigned.

REQUIREMENTS

An Undergraduate Degree in a related field plus a minimum of two (2) years of related experience (or an equivalent combination of training and experience) is required. Preference to candidates with prior experience in a higher education setting. Proficiency in the use of common office products such as Microsoft Suite and information management systems is required. Demonstrated effective organizational and interpersonal skills required. Ability to work within governing privacy legislation to deal with private and confidential information. Previous experience updating and maintaining web content through a content management system would be considered an asset. Previous experience with a student information system (such as Colleague, Banner, PeopleSoft etc.) and experience in the use of a client relationship management system is considered a strong asset.

APPLICATION PROCESS

Applications should be sent to Human Resources via email to careers@nscad.ca. Applications should include a cover letter and detailed CV. **Deadline for applications: May 27th, 2018.**

All qualified candidates are encouraged to apply; however, This position is being advertised internally and externally concurrently. Bargaining unit employees for NSGEU Local 82 are given first consideration followed by Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace. NSCAD appreciates all applicants, however only those selected for an interview will be contacted.