

NSCAD UNIVERSITY



POSITION TITLE: (Student) **Recruitment Coordinator (International and Domestic)**
UNION: NSGEU Local 82
DEPARTMENT/DIVISION: Office of Admissions
HOURS OF WORK: The position requires extensive travel and work outside normal working hours. When in the office schedule will be 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday. Some evening and weekend work will be required.

Reporting to the Director of Admissions and Enrolment Services, the Coordinator, Recruitment (International and Domestic) is responsible for four primary areas:

- Management of student recruitment strategy.
- Planning and management of the dissemination of NSCAD admission requirements.
- Management of activity-specific student recruitment strategy and reporting.
- Management of the student recruitment and admissions administrative process

DUTIES & RESPONSIBILITIES

- Plans, manages, administers and conducts recruitment activities and initiatives, in accordance with approved budget guidelines, inclusive of the design, development, scheduling and delivery of seminars and presentations for secondary and post-secondary institutions, and other organizations and groups.
- Manages regular program recruitment, inclusive of the design, development, scheduling and delivery of seminars and presentations for secondary and post-secondary institutions, and other organizations and groups. Provides advice and referral to prospective students with respect to NSCAD admissions requirements and procedures.
- In collaboration with the Director of Admissions and Enrolment Services and the Director, Communications and Marketing, participates in the development of marketing strategies and materials to support student recruitment activities
- In consultation with the Director of Admissions and Enrolment Services and the Admissions staff, supports the student admissions process as required on-campus and ensures that the recruitment activities accurately disseminate information regarding application procedures to prospective students.
- Advises prospective students' regarding portfolio guidelines, admissions requirements and portfolio development.
- Conducts tours and other on-site information sessions, as required.
- Investigates and develops potential new international and domestic markets of prospective students through on- and off-site meetings, seminars and presentations.
- Investigates and develops funding opportunities to support student recruitment through on- and off-site meetings, seminars and presentations.
- Surveys students who have decided not to attend NSCAD or those who may have prematurely left NSCAD to determine reasons for non-attendance and/or not returning. Subsequent analysis of these findings will contribute to the University's development of strategies for improving student recruitment and retention.
- Performs other related duties as required and assigned by the Director, Admissions and Enrolment Services or the Associate VP Student Experience. Assists in Student Services events as required.

NOTE: These are the primary duties of the position; duties related to this job may be assigned from time to time as may become necessary to the operation of the University. This position description describes the duties and responsibilities of the position as of March 3, 2019. Changing circumstances for the University may require modifications to positions and to position descriptions in the future

REQUIREMENTS:

- Undergraduate Degree.
- 5 years of experience in student recruitment or a combination of the following fields: public relations, marketing or education, with specific experience in public presentation, group leadership and interviewing is preferred.
- A degree in Fine Arts or related contemporary visual art knowledge and experience (i.e. Gallery work, practicing artist etc.) would be consider a significant asset
- Valid Nova Scotia Driver's License and Passport and ability to travel extensively.
- Knowledge of general office systems, inclusive of word processing, database, spreadsheet, presentation, social media and related computer technology.
- Excellent research and organizational skills, ability to work independently, meet deadlines and provide information accurately and quickly upon request.
- Excellent interpersonal skills, ability to work effectively in cooperation with colleagues in a team environment.
- Excellent communication skills, ability to present public lectures and seminars and to respond to inquiries from prospective students and the general public, both verbally and in writing.
- Ability to engage with a wide range of people with active listening skills and empathy.
- Extensive travel is involved, must possess a valid Canadian Passport.

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: Review of applicants will begin on **May 17, 2019** and continue until the position is filled.

All qualified candidates are encouraged to apply; 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. 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.