

NSCAD UNIVERSITY



POSITION TITLE: (Student) **Recruitment Officer**
UNION: NSGEU Local 82
DEPARTMENT/DIVISION: Office of Admissions
HOURS OF WORK: 35 hours per week, **8:30 a.m. to 4:30 p.m.**, Monday to Friday

In consultation with the Director of Admissions and Enrolment Services, the Recruitment Officer is responsible for promoting the programs of NSCAD University on and off campus and online to prospective students, parents, high school guidance and teaching personnel and other individuals and groups. The majority of this outreach is conducted in Canada, concentrated in the Maritime Provinces, but international travel may be required. On campus work includes hosting tours and informational sessions for groups ranging from one to several hundred people.

DUTIES & RESPONSIBILITIES

- 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.
- Assists with the production of recruitment and admissions materials, including on-line, digital, email and social media-based campaigns.
- Provides advice and referral to prospective students with respect to NSCAD admissions portfolio guidelines, admissions requirements and portfolio development.
- Participates in on- and off-campus Portfolio Days and other events, conducts tours and other on-site information sessions, as assigned.
- Replies to in person and email inquiries to potential students and the general public regarding admissions or institutional.
- Operates office equipment and uses software as required, including: Microsoft Office (Word, PowerPoint, Excel and Outlook), Colleague, and CRM (EZ Recruit).
- Tracking and recording all recruitment initiatives for reports requested by the Director, Business Plans and CRM entry.
- Performing office functions including photocopying, scanning, filing of transcripts and other related information, sending and receiving faxes/scanned documents, correspondence, and information, and keeping updated records as assigned.
- Providing internal information to staff and faculty, and external information to school counselors, students and the general public for tours, visits, and presentations.
- Ensuring efforts of the department are consistent with strategic plans, policies, customer service and quality assurance principles.
- Performs other related duties as required and assigned by the Director of Admissions or 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 is required.
- A degree in Fine Arts or related contemporary visual art knowledge and experience (i.e. Gallery work, practicing artist etc.) would be considered a significant asset.
- Experience in the field of public relations, marketing or education, with specific experience in public presentation, group leadership and Superior oral and written communication skills.
- Valid Nova Scotia Driver's License, Passport, and the ability to travel extensively.
- Knowledge of general office systems, inclusive of Office Suite, data systems (Colleague), and CRM (EzRecruit), skilled in multimedia applications.
- Excellent organizational skills, ability to work independently, meet deadlines and provide information accurately and quickly upon request.

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.