



Employment opportunity: Admissions and Recruitment Assistant

Under the supervision of the Admissions and Recruitments staff, this positions will support the development of virtual recruitment activities, including webinars, digital ephemera, digital media outreach and virtual recruitment campaigns through ezRecruit and office 365 software systems.

This may include data management and migration, as NSCAD moves to a new recruitment enterprise system and digitalizing records. This position will work closely with team members to learn about the department of recruitment and admissions.

Candidates must be able to establish daily work priorities and ensure that work is completed accurately and meet requirements and procedures. All work takes place in an online environment.

This position is a part-time student position, five hours a week, over 12 weeks.

To apply, please email a resume and brief (one page or less) cover letter outlining your related skills and interests to **Rose Zack, Admissions Coordinator** at **rzack@nscad.ca** by Wednesday September 30.

Please include the position title in the subject line.