

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00003	Pay Grade:	8
JD Title:	Admissions Officer	JD FTE Hours:	35
Job Family:	Registrar		

General Description

Responsible for ensuring University enrolment targets are met by applying established admissions criteria to select qualified students from a diverse pool of secondary and post-secondary applicants. Evaluate and assess applicant files and independently make admission decisions for undergraduate, domestic, and international students. Provide information and assistance to departments and prospective students and conduct recruitment and orientation sessions in various communities.

Representative Duties & Responsibilities

- Make independent admission decisions to admit or refuse applicants to University programs based on established prerequisites, University guidelines, and enrolment numbers.
- Recommend students who do not meet established prerequisites to Faculty Admissions Reviewing Committees and provide sufficient evidence of credentials to warrant a consideration for acceptance.
- Administer program enrolment from application to admission by monitoring and organizing applications, reviewing transcripts, and ranking applicants.
- Review and evaluate applications to ensure academic requirements and pre-requisites have been met.
- Partner with other departments in the University to finalize enrolments.
- Research, review, and analyze admissions criteria from national and international institutions.
- Recommend changes to University admission policies and procedures that will assist the University to remain competitive with national and international educational institutions.
- Inform prospective students and applicants of the application process, procedures, academic and program requirements, program suitability, and potential eligibility for admission.
- Attend and participate in a variety of recruitment events internal and external to the University.
- Meet with applicants to determine their academic interests and requests including asking questions about their previous educational background, academic strengths, and long-term goals.
- Provide information, answer questions, and discuss academic interests with applicants.
- Persuade applicants who have been refused admission to a particular program that there is merit and benefit to accepting admission to a different program at the University for which they qualify.
- Deal with applicants who are not qualified for admission and explain the application process and offer viable alternatives without discouraging the applicant from attending university.
- Provide advice to applicants regarding their program suitability, other educational options, and employment options related to program selection.
- Ensure accuracy and uniformity of materials sent to applicants throughout the admission cycle by monitoring information including email communications and comprehensive packages that are mailed and couriered during the acknowledgment, offer, and confirmation stages of the admission process.
- Review documents for forged transcripts and falsified reference letters and maintain a list of fraudulent applications.
- Document fraudulent applications, prepare and maintain a log of activity leading to charges of academic dishonesty.
- Analyze error reports and establish procedures to correct errors.
- Develop and deliver general information sessions and recruitment presentations at various events and fairs.
- Plan and coordinate large scale admissions applicant correspondence and the review and assessment of applicant files.
- Conduct analyses of post-secondary institutions through internet research, telephone, and email surveys with colleagues as a means to compare admission requirements and procedures ensuring best practices are known and implemented across all institutions.

Representative Duties & Responsibilities

- Write responses to prospective students regarding their applications which consists of offer letters to successful applicants and refusal letters to individuals who do not meet admissions requirements.
- Gather and compile information required to maintain manuals and procedure documents.
- Calculate domestic and international student grade point averages.
- Exchange information with internal and external admissions staff to discuss and share information on various procedures, policies, and issues that are being addressed at other institutions.
- Utilize and modify existing database queries to determine if files are complete and ready for review.
- Assist applicants with the completion of electronic and hard copy application forms.
- Update, verify, process, and input new student and applicant information as required.
- Serve as an effective liaison between departments, educational institutions, alumni, and external contacts.
- Update and maintain content on the department website.

Supervision

- Ongoing responsibility for supervising 1 to 9 casual employees.

Qualifications

- Bachelor's degree in a relevant field.
- Requires a minimum of 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to compose emails, input data into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Processing documents that include correspondence, applications, and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Making independent admission decisions to admit or refuse applicants to University programs based on established prerequisites, University guidelines, and enrolment numbers.
 - Recommending students who do not meet established prerequisites to Faculty Admissions Reviewing Committees and provide sufficient evidence of credentials to warrant a consideration for acceptance.
 - Reviewing and evaluating applications to ensure academic requirements and pre-requisites have been met.
 - Providing information, answering questions, and discussing academic interests with applicants.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- No adverse physical elements are inherent to this position.

Psychological Environment:

- Frequently interacts with applicants who may be rude or upset.
- Frequently deals with competing deadlines and simultaneous requests for admissions information.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD #:	JD00003	Pay Grade:	8
JD Title:	Admissions Officer	Total Points:	517
Job Family:	Registrar		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	4.0	54
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5