



# 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.*

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JD #:	<b>JD00690</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Recruitment and Admissions Officer</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Registrar</b>		

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## General Description

Responsible for the recruitment and admission of candidates to all graduate programs and provides centralized support in these areas for all graduate programs. Leads administrative processes for admissions and is responsible for ensuring programs are in compliance with School of Graduate Studies guidelines.

## Representative Duties & Responsibilities

- Develop recruitment and admissions strategic plans and objectives.
- Research, identify, and make recommendations for solutions to business problems involving streamlining and simplifying business processes.
- Solve diverse and unusual problems by analyzing information where considerable interpretation of processes is required.
- Develop and lead campus-wide training on School of Graduate Studies admission policies and processes in an effort to increase compliance with established policies.
- Design and develop learning and training material for staff in graduate programs.
- Complete annual needs assessments and write business plans which include the development of recruitment, admission, and strategic plans and objectives.
- Prepare recommendations and implement process improvements to accommodate a diverse and expanding pool of applicants.
- Make independent admission decisions to admit or refuse applicants to University programs based on established prerequisites, University guidelines, and enrolment numbers.
- Review non-standard admissions with Associate Dean.
- Based on historical student information, prepare recommendations for admission and academic requirements.
- Scrutinize financial support packages proposed by graduate departments to ensure compliance with established guidelines.
- Scrutinize admissions documentation and calculate grade-point averages to ensure admissions standards are adhered to.
- Review documents for forged transcripts and falsified reference letters and maintain a list of fraudulent applications.
- Research and document information on unknown international institutions.
- Research and conduct analysis of comparable education systems domestically and internationally.
- Review trends in international curricula and accreditations of institutions.
- Monitor enrolment targets for each program by applying historical yield data.
- Coordinate the successful completion and submission of student applications for a variety of scholarship opportunities.
- Ensure offer letters comply with established scholarship regulations.
- Write and edit a variety of documents including, but not limited to, marketing materials, procedure documents, reports, correspondence and email.
- Write and modify queries to extract data from student information system in order to capture registration and admissions problems.
- Develop content for new application systems, offer generating systems, and recruitment information systems.
- Provide advice to program administrators and faculty regarding complex and changing School of Graduate Studies

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## **Representative Duties & Responsibilities**

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- policies.
- Provide guidance on new program development with respect to admissions and recruitment.
- Provide guidance to applicants on program selection, academic requirements, and application procedures.
- Conduct intensive research and liaise with external partners in order to provide advice to program staff and faculty on international academic equivalencies.
- Liaise with faculty regarding funding requirements and scholarship opportunities for special graduate student segments.
- Liaise regularly with stakeholders across campus on various administrative processes such as University Health Insurance Plan, registration, and student accounts.
- Negotiate terms of agreement for a variety of recruiting events and with vendors for promotional giveaways, advertisement, and publication renewals.
- Schedule faculty, staff and students to provide coverage for various recruiting events and ensure that they have received the appropriate training, recruitment and presentation materials required.
- Coordinate editing and production deadlines for marketing and admission material, as well as website content related to admissions, recruitment and program information.
- Develop budget proposals and prepare cost-benefit analyses.
- Provide budget plans and projections to Associate Registrar and Associate Dean.
- Host information sessions for prospective applicants.
- Monitor and troubleshoot issues with online application system and admissions database.
- Code student application information into student information system to generate programs for registration.
- Analyze travel reports and admissions statistics to develop school visit plans.
- Attend inter-university meetings and provide feedback regarding best-practices.
- Monitor and benchmark against graduate admissions practice at other Universities.
- Update, maintain and verify information in a variety of databases.

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## **Supervision**

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- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.

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## **Qualifications**

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

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## Effort

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### 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 word process documents and reports, conduct web searches, analyze data, and maintain database.
- For part of a year a typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Standing during education fairs and classroom presentations.
  - Moving boxes of materials while travelling for recruitment events.
- 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:
  - Collecting routine information to word process correspondence, updating databases, conducting web searches, and responding to routine inquiries.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Developing and leading campus-wide training on admissions policies and processes for graduate programs.
  - Designing and developing learning and training material for staff in graduate programs.
  - Developing and delivering training sessions to staff to increase compliance with School of Graduate Studies policies and guidelines.
  - Making independent admission decisions to admit or refuse applicants to University programs based on established prerequisites, University guidelines, and enrolment numbers.
  - Preparing financial statements calculating program costs, travel expenses and developing budget proposals and evaluating cost-benefit analysis.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Developing recruitment and admissions strategic plans and objectives.
  - Scrutinizing admissions documentation and reviewing documents for forged transcripts and falsified reference letters.
  - Solving diverse and unusual problems by analyzing information where considerable interpretation of processes is required.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests and multiple deadlines.

### Health & Safety:

- Travels throughout the province and nationally, for a concentrated part of the year, to attend various recruitment events.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00690</b>	Pay Grade:	<b>9</b>
JD Title:	<b>Recruitment and Admissions Officer</b>	Total Points:	<b>562</b>
Job Family:	<b>Registrar</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.5</b>	94
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.5</b>	46
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>2.5</b>	15
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>3.5</b>	55
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.5</b>	80
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.5</b>	11