

Admissions Counsellor

Full-time, permanent at 1.0 FTE

As the Admissions Counsellor, you are responsible for recruiting undergraduate students to CMU through a variety of means, including networking and building relationships with prospective students and their influencers, attending career and post-secondary fairs, delivering presentations, and visiting high schools and church youth groups. In this role, you are passionate and enthusiastic for promoting the advantages of CMU and have a desire to support and guide prospective students and their families in all aspects of enrolment services, including admission requirements, transcript evaluation, financial aid, and course registration.

KEY AREAS OF RESPONSIBILITY

- In collaboration with the Admissions Department, create, deliver, and document recruitment strategies and initiatives, including in-person and online campus visit events, one-on-one appointments, and off-campus recruitment tours and events (e.g., at high schools or churches).
 - Gather and proactively follow up with leads from these initiatives, focusing on converting prospects to applicants and applicants to enrolled students.
 - Identify and explore new opportunities for recruitment in assigned regions.
 - Plan travel to attend off-campus recruitment tours and events, including booking hotels, flights, and rental cars.
- Support and guide prospective students through all points of the application and admission process. This will include answering questions about the online application, providing information about admission requirements, evaluating transcripts, and making appropriate referrals for questions about financial aid and course registration.
- Develop strong networking relationships with influencers of prospective students, including pastors, youth workers, school counsellors, teachers, and parents.
- Present the advantages of CMU to prospective students, parents, school counsellors, church leaders, and other relevant audiences in clear and compelling ways.
- Provide exceptional and proactive customer service to prospective students through mail outs, emails, telephone, social media, text messages, visits to campus, and other follow-up activities, in accordance with strategic communications plans, while maintaining accurate documentation.
- Participate in department and university committees, chapels, and activities to stay current on happenings at CMU, while building cross-departmental relationships pursuant to recruitment.
- Other duties as assigned.

WORKING CONDITIONS

This position works with standard office equipment and sits for periods of time performing keyboarding activities. The Admissions Counsellor is also frequently required to travel by plane and/or vehicle to attend off-campus recruitment events, both in and outside of Manitoba (within Canada). This work will require the Admissions Counsellor to be away from home for up to two (2) weeks at a time (six (6) to eight (8) weeks total annually) and will require additional work on evenings and weekends as needed.

Please Note: This position requires substantial travel (at least 6-8 weeks expected annually). After-hours and weekend work will be required.

QUALIFICATIONS

- Commitment to CMU's mission, purposes, and programs, including commitment to the Christian church and to Indigenous reconciliation.
- Commitment to integrity, confidentiality, and professional behaviour.
- Undergraduate degree and a passion for continuous learning.
- Valid driver's license required.
- Strong written, oral, and intercultural communications skills; must be able to communicate accurately and effectively with diverse audiences in unique contexts.
- Strong organizational and administrative skills, including managing multiple assignments amidst changing priorities.
- Ability to work both collaboratively (within and outside the Admissions Department) and independently to achieve shared objectives and goals.
- Proficiency with Microsoft Office Suite, and ability to develop necessary skills to use other online platforms and applications (e.g., social media, Slate CRM, etc.)
- Prior experience in customer service an asset.
- Prior experience in post-secondary student recruitment, admissions, registrarial services, advising, athletics, or marketing an asset.

Preference will be given to candidates who are graduates of CMU or have demonstrated connections to the University and its constituency.

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to mnguyen@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled.

Canadian Mennonite University is committed to employment equity. If accommodations are needed for an interview and/or on-site work, please let us know.