

Admissions Counsellor

Full-Time with Benefits

The Admissions Counsellor will be 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. This role requires a passion and enthusiasm for promoting the advantages of CMU, and 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.

The successful candidate will be a member of the Enrolment Department and will report to the Director of Enrolment Services.

Primary Responsibilities

- In collaboration with other staff in the Enrolment 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.

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 behavior
- Undergraduate degree, and a passion for continuous learning

- 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 of the Enrolment 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 is an asset
- Prior experience in post-secondary student recruitment, admissions, registrarial services, advising, athletics, or marketing is an asset
- Must hold a valid driver's license

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

Please Note: This position requires substantial travel (at least 4-6 weeks expected annually). After-hours and weekend work will be required.

Information about Canadian Mennonite University can be found at www.cmu.ca.

Applications should be submitted in confidence either electronically to MNguyen@cmu.ca and hrdirector@cmu.ca or by paper mail addressed to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd., Winnipeg, Manitoba, R3P 2N2. We encourage all qualified candidates to apply; however, Canadian citizens and permanent residents of Canada will be given priority. CMU is committed to employment equity. If accommodations are required for an interview and/or on-site work, please contact Human Resources at hrdirector@cmu.ca