

CMU Admissions Coordinator

Full Time - Term Position – from hire date to April 30, 2019 (may be extended if required)

Canadian Mennonite University invites applications for the full-time term position of Admissions Coordinator. The Admissions Coordinator is responsible for admitting all Canadian School of Peacebuilding and Undergraduate International, Transfer and Domestic students, according to CMU admission policies. The Admissions Coordinator responds to applicant inquiries, assesses applicant credentials, communicates decisions and prepares documentation to complete the admissions process.

Responsibilities:

Admit International Students

- Work with all International Students inquiries and applicants. Where necessary, communicate with individuals and representatives from international schools and government contacts regarding student transcripts and English proficiency documents. Bring awareness of current and new international student procedures and laws. Prepare documentation for study-permit applications for all international students.

Admit Domestic and Transfer Students

- Administer CMU admission policies for all new undergraduate and transfer students (evaluate applicant credentials, render and communicate decisions for regular students, assess academic entrance scholarship eligibility and complete applicant files).
- Prepare and mail registration materials to admitted/conditionally admitted students.

Admit Students to Canadian School of Peacebuilding

- Administer CMU admission policies for all students applying to Canadian School of Peacebuilding (evaluate applicant credentials and English proficiency, prepare document for visa applications, render and communicate decisions for students, and complete applicant files).
- Prepare and email registration materials to admitted/conditionally admitted students.

Other

- Other related admissions responsibilities, or duties as directed by the Registrar's Office to be determined.

Qualifications:

- A commitment to the Christian church and CMU's mission, purposes and programs
- Strong organizational and problem-solving skills and ability to cope under pressure in a busy environment
- Strong communication and interpersonal skills
- Able to work independently, be self-motivated and able to follow through on short and long term goals
- Familiarity with a Student Information System an asset
- Prior experience with student recruitment and/or post-secondary admissions processes an asset
- Intercultural communication skills

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed and accepted upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to hrdirector@cmu.ca