

Admissions Counsellor

(part-time term position; anticipated duration: July 2, 2024 – June 13, 2025; 0.5 FTE, equivalent to 2.5 days per week)

The Admissions Counsellor will be responsible for the recruitment of undergraduate students to CMU through a variety of means, including networking and relationship building with relevant stakeholders, attending career and post-secondary fairs, delivering presentations, and visiting high schools and church youth groups, as needed. This role requires a passion and enthusiasm for promoting the advantages of CMU, and a desire to support and guide prospective students in all aspects of enrolment services, including admission requirements, transcript evaluation, transfer assessments, financial aid, and course registration. This role will work primarily with transfer students and students eligible to apply for professional programs (e.g., social work, music therapy) at CMU.

The successful candidate will be a member of the Enrolment Department and will report to the Director of Enrolment Services. This is a part-time term position (0.5 FTE or 2.5 days/week) with an anticipated duration of July 2, 2024, to June 13, 2025.

Primary Responsibilities

- Present the advantages of CMU to prospective students, parents, school counsellors, church leaders, and other relevant audiences in clear and compelling ways. This role will work primarily with transfer students and students eligible to apply for professional programs (e.g., social work, music therapy) at CMU.
- Help create, deliver, and document recruitment strategies and initiatives, including campus visit events, one-on-one appointments, and off-campus recruitment events, with a specific focus on recruitment strategies and initiatives for transfer and professional program students.
- Guide and support applicants through the application and admission process, including providing information about admission requirements and transfer credit assessments, evaluating transcripts, and making appropriate referrals for questions about financial aid and course registration.
- 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.
- Develop strong networking relationships with influencers of prospective students, including parents, school counsellors, and church leaders, with a specific focus on influencers of prospective transfer and professional program students.
- 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 behaviour.
- 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, 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 may require after-hours and evening work.

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

Applications should be submitted in confidence either electronically to mnguyen@cmu.ca or 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 let us know.