

Admissions Counsellor

Full-Time, Permanent, 1.0 Full-Time Equivalent (FTE)

As the Admissions Counsellor, you play a key role in recruiting undergraduate students to CMU by engaging with prospective learners through a variety of outreach activities. This includes attending career and post-secondary fairs, delivering presentations, and visiting high schools, camps, and church youth groups. In this role, you build meaningful relationships with prospective students and their influencers, guiding and supporting them through every stage of the application and admission process, from initial inquiry through to enrollment.

KEY AREAS OF RESPONSIBILITY

- Collaborate with the Admissions team to create, deliver, and document recruitment strategies and initiatives, including campus visit events, one-on-one appointments, and off-campus recruitment events and tours.
 - 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 events and tours, including booking hotels, flights, and rental cars.
- Support and guide prospective students and their families through all aspects of the application and admissions process, including answering questions about the application and admission requirements, evaluating transcripts, and referring students to appropriate offices for 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, and documenting these interactions as appropriate.
- Participate in campus events to keep a pulse on current happenings at CMU, while building cross-departmental relationships pursuant to recruitment.

WORKING CONDITIONS

Admissions Counsellors operate in a fast-paced and dynamic environment that encompasses indoor administrative settings and both outdoor and indoor events. Regular use of standard office equipment and extended periods of computer work are required. Flexibility in working hours is required, including evenings and weekends, to support and accommodate events.

Frequent travel within Canada is required (approximately 6 – 8 weeks annually), with some trips lasting up to two weeks.

WHAT YOU OFFER

- A commitment to the mission of CMU, and to its service in church and society.
- Undergraduate degree; a combination of relevant education or experience may be considered.
- Demonstrated commitment to integrity, confidentiality, and professional behaviour.
- Valid Class 5 driver's license.
- Strong written, oral, and intercultural communications skills; must be able to communicate accurately and effectively with diverse audiences in unique contexts.
- Excellent organizational and administrative skills, as well as the ability to work both

collaboratively and independently.

- Proficiency with Microsoft Office Suite, and ability to learn new systems.
- Experience in customer service an asset.
- Experience in post-secondary student recruitment, admissions, registrarial services, advising, athletics, or marketing an asset.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program
- Free Meal Program
- Free Onsite Parking

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to humanresources@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 while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If there are ways we can make this process more accessible for you, please let us know. You can contact us confidentially at humanresources@cmu.ca to discuss accommodations at any stage of the hiring process.