

Student Recruiter

Full-Time, Three (3) Month Term Contract, 1.0 Full-Time Equivalent (FTE)

As the Student Recruiter, you support the Admissions department by representing CMU at off-campus recruitment events and tours across Canada. In this role, you engage prospective students, parents, school counsellors, and community members, promoting CMU and guiding individuals as they explore their post-secondary education options.

KEY AREAS OF RESPONSIBILITY

- Attend and represent CMU at off-campus recruitment events and tours across Canada.
 - Set up promotional booths and deliver recruitment presentations, as required.
 - Gather leads from these events and ensure proper hand off of these leads to their assigned Admissions Counsellor.
 - Plan travel to attend recruitment events and tours, including booking hotels, flights, and rental cars.
 - Complete event and tour reports at the end of each recruitment event and tour.
- Present the advantages of CMU to prospective students, parents, school counsellors, and other relevant audiences in clear and compelling ways.
- Provide exceptional and proactive customer services to prospective students, parents, school counsellors, and other community members met during recruitment events and tours.
- Facilitate connections between Admissions Counsellors and prospective students, parents, school counsellors, and other community members met during recruitment events and tours.

WORKING CONDITIONS

This role operates 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 weeks), 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.
- Experience in customer service an asset.
- Experience in post-secondary student recruitment, admissions, registrarial services, advising, athletics, or marketing an asset.

WHAT WE OFFER

- Optional Employer Matched Defined-Contribution Pension Plan
- 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.