



## Recruitment and Community Engagement Officer (Full Time)

### **ABOUT ST. MARY'S UNIVERSITY:**

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada and is celebrating its 30<sup>th</sup> year as an educational institution.

Located on a historic site in Calgary, Alberta, our students are inspired to combine academics with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1000 full- and part-time students, 80 full- and part-time faculty, and an average class size of 25. The university has grown by over 70% in the last five years alone.

### **POSITION OUTLINE:**

Reporting to the Team Lead, Advising & Recruitment, the Recruitment and Community Engagement Officer will respond to prospective student inquiries, applications, and work to meet enrolment targets for the University. They will work closely with other members of the Student Services team and academic program areas in planning both on and off campus events.

### **RESPONSIBILITIES:**

- Under the direction of the Team Lead, Advising & Recruitment, and in conjunction with other Student Services personnel, the Recruitment and Community Engagement Officer will take a lead role in the development and implementation of recruitment initiatives.
- Manage prospective student leads and application generation through a variety of events and activities which include attending high school post-secondary fairs, planning and attending independent visits to high schools, organizing high school visits to the University campus, facilitating presentations on the University and other related topics, and helping to plan and attend innovative recruitment events both on and off campus.
- Develop close working relationships with high school guidance counsellors, administrators, teachers, parents, and other key influencers.
- Research other Universities and maintain an understanding of competition in the marketplace.
- Liaise with staff and faculty to keep current on changes in programs, policies, services, etc.
- Consult in the development of promotional materials for community distribution.
- Coordinate and execute the Counsellor Update Breakfast, Open Houses, New Student Orientations, New Student Welcome BBQ, and other events/activities with the support of Student Services personnel.
- Arrange visits and tours for prospective students as requested.
- Represent Recruitment on various internal committees as required.

### **QUALIFICATIONS:**

- Possess a University degree and at least 2 years of relevant work experience in the field of post-secondary education or a related service-oriented profession
- Self-motivation and dependability with exceptional people skills, excellent communication skills, dynamic presentation skills and commitment to providing a high level of customer service
- Creativity and marketing sense
- Excellent time management skills with the ability to act on decisions quickly and meet time-sensitive deadlines
- Good existing knowledge of the University and its program offerings is considered an asset
- Experience in a post-secondary environment, preferably in student recruitment, student or enrolment services, marketing, admissions, and/or advising

- Demonstrated ability to deal courteously and tactfully with staff, students, and members of the general public
- Can-do attitude to support needs of a rapidly-growing university
- Demonstrated ability to work well under pressure and manage competing priorities.
- Ability to plan, organize and prioritize tasks and meet deadlines, maintaining accuracy and attention to detail
- Strong working knowledge of MS Office applications (Excel, Word, and Outlook)
- Some heavy lifting may be required (25 kg)
- Valid driver's license with a clean driver's abstract and access to a vehicle is necessary

**Please note:** Travel including some evening and weekend work will be required during peak recruitment season.

**COMPENSATION:**

St. Mary's University offers a competitive compensation package and comprehensive benefits program. Compensation will be commensurate with qualifications and experience.

**APPLICATIONS:**

Applicants should submit a cover letter and resume, along with salary expectations to [hr@stmu.ca](mailto:hr@stmu.ca) with the Subject Line of: **"Recruitment and Community Engagement Officer"** by end of day on **May 31, 2019**.

*St. Mary's University hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. We encourage applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities. Canadians and permanent residents of Canada will be given priority. We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.*

**St. Mary's University • 14500 Bannister Road SE • Calgary, AB • T2X 1Z4 • Fax: 403.254.3774 • [STMU.ca](http://STMU.ca)**