



Student Recruitment Officer (16 Week - Full Time Contract)

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.

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, 150 full- and part-time faculty and staff, and an average class size of 25. The university has grown by over 50% in the last five years alone.

JOB DESCRIPTION:

This full time temporary position runs August 28 to December 18, 2019. The Student Recruitment Officer's primary role is to travel around Alberta and perhaps out of province to represent St. Mary's University at High Schools and community career fairs. This position works closely with the Team Lead, Academic Advising & Recruitment and the Community Engagement & Recruitment Officer to execute the recruitment plan and build awareness of St. Mary's University and its programs in the region. This position requires extensive travel and flexible working hours. A valid driver's licence and a clean drivers' abstract is required.

RESPONSIBILITIES:

Responsibilities include an enthusiastic and approachable, yet professional manner. Attendance at career fairs to promote the university and its programs is the main activity. Speaking with students, parents, teachers, and the public to create a good impression and deliver accurate information about programs, admission requirements, scholarships and campus life at St. Mary's University. This position also assists with on campus events like New Student Orientation, Open House, and other promotional events as required.

QUALIFICATIONS:

This is a largely unsupervised position and so requires a highly organized individual who is always punctual and reliable, with a keen eye for detail and thrives on being social and working with the public. Flexibility is a must. Must be willing to work when there is work, including evenings and some weekends for travel. Public speaking skills are a big part of making a great impression as a representative of St. Mary's University. This position would be ideal for a recent St. Mary's University graduate eager to share their experience.

COMPENSATION:

St. Mary's University offers a competitive compensation package. 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 with the Subject Line: "Student Recruitment Officer" by end of day on **May 24, 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