

MOUNT ALLISON UNIVERSITY

Position Posting

Position Title: Admissions Counsellor	Position # : 1307
Department: Registrar's Office, Student Affairs	Classification: MASA Level 9
Supervisor's Title: Associate Registrar – Recruitment & Admissions	Posting Date: February 20, 2014
Position Summary: Reporting to the Associate Registrar-Recruitment & Admissions, the Admissions Counsellor works as part of a team in representing the University to secondary school students, parents, guidance counsellors, and businesses for the purpose of recruiting students to the University. This will involve extensive travel as well as regular presentations to groups and to individuals. He/she counsels students and their parents on the admission process and the University in general. The Admissions Counsellor also assesses students for admission to the University and for entrance scholarships, and prepares related reports and assists with associated programs and materials. *Please refer to section B for the required Qualifications, Education and Skills	
Hours of Work: This is a full-time temporary position for approximately one year.	
Mount Allison Staff Association: This position is in the bargaining unit represented by the Mount Allison Staff Association.	
Who May Apply: Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit	
Date of Closure: Applications should be received by the Human Resources department on or before March 3, 2014. Please forward resumes to hr@mta.ca	

Position Description

A. Position Responsibilities

Recruitment

- arrange and participate in visits to high schools and other recruitment venues to promote Mount Allison to students, guidance counsellors and parents
- participate in Alumni receptions, Open Houses, and other recruitment related events

Admissions

- Provide in-depth knowledge of admission policies and practices, as well as a general working knowledge of academic, co-curricular, and extra-curricular programs, current events and issues to various stakeholders;
- Counsel prospective students and their parents or guardians on the university application process and admission requirements;
- Assess applications for admission to the university and make scholarship recommendations;
- Responsible for updating and maintaining accurate data for admissions decisions;
- Responsible for assessing admissions trends for specific domestic and international markets, as assigned;
- Other duties as assigned.

B. Qualifications

Required qualifications include a university degree and at least one year of admissions, public relations, marketing or other related experience. The successful candidate will have excellent communication skills, including public speaking experience, will be able to demonstrate initiative, and will work well independently and with others. Proficiency in Microsoft Office, E-mail, presentation software, and a familiarity with databases are required. He/She will have excellent organizational skills, and the ability to multi-task in a busy, often noisy environment. The successful candidate must be able to work flexible hours and travel extensively as necessary. He/she must have a valid driver's license and be able to travel internationally as required. Knowledge of University student recruitment and admissions procedures, as well as the ability to communicate in both official languages would be a definite asset.