

**MOUNT ALLISON UNIVERSITY**

**Position Posting**

<b>Position Title:</b> Admissions Counsellor	<b>Position #</b> 2760
<b>Department:</b> Registrar's Office, Student Affairs	<b>Classification:</b> MASA Level 9
<b>Supervisor's Title:</b> Associate Registrar – Recruitment & Admissions	<b>Posting Date:</b> November 29, 2013
<b>Position Summary:</b> 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	
<b>Hours of Work:</b> This is a full-time term position beginning January, 2014 to April, 2015.	
<b>Mount Allison Staff Association:</b> This position is in the bargaining unit represented by the Mount Allison Staff Association.	
<b>Who May Apply:</b> Any person may apply. However, if qualifications, skills and abilities are equal, preference will be given first to members of the bargaining unit.	
<b>Date of Closure:</b> Applications should be received by the Human Resources department on or before December 6, 2013. 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 counselors 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
- at least one year of admissions, public relations, marketing or other related experience
- excellent communication (reading, writing, speaking) skills, including public speaking experience
- demonstrated initiative and experience in working independently and in team-based environments.
- demonstrated proficiency in Microsoft Office, E-mail, presentation software, and familiarity with the use of databases
- excellent organizational skills, including the ability to multi-task in a busy, often noisy environment.
- must be able to work flexible hours and travel extensively, including internationally, as necessary.
- must have a valid driver's license and be able to travel internationally as required.
- ability to communicate in both of Canada's official languages,

In addition to the above noted qualifications, the ideal candidate will also possess the following qualifications:

- Knowledge of First Nations communities in New Brunswick
- Knowledge of indigenous languages spoken in New Brunswick
- Familiarity with the challenges faced by historically under-represented groups in applying to and attending universities
- Knowledge of computerized student information systems
- Knowledge of university student recruitment and admissions practices