

Job ID: #OR-24-02
Job Title: Recruitment & Admissions Advisor
Department: Enrolment Services – Recruitment & Admissions
Campus: Orillia, ON
Status: Full Time, Contract (36 months)
Job Category: Schedule II

Date Posted: January 19, 2024
Closing Date: February 2, 2024

Why Lakehead University?

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Lakehead's Orillia campus is a thriving academic community in which you can make a real difference as part of our team. Your unique ideas will be respected and encouraged. Because we are small and mighty, your commitment to innovation and collaboration are essential. Lakehead Orillia is located in the heart of Ontario's Lake Country, offering year-round opportunities for recreation, culture, and heritage.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. For the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

You are an enthusiastic, dynamic individual who is excited by the opportunity to join a team that attracts future domestic students to Lakehead University. You will be actively involved in recruiting and converting students by coordinating and representing Lakehead at various events, in person and virtually, such as high school visits, college fairs, community events, career fairs, and other venues across the province. As an ambassador for Lakehead, you will build and cultivate relationships with prospective students as well as maintain relationships with key influencer groups including guidance counsellors, teachers, college transfer advisors and parents. You will also play a lead role in planning, organizing, scheduling, coordinating and executing a series of on- and off-campus as well as virtual recruitment events and activities in efforts to meet our enrolment goals.

The Recruitment & Admissions Advisor is also responsible for assisting students with their applications and is responsible for the assessment of applications received. Specific duties include meeting one-on-one with new and future students to discuss admissions requirements and eligibility.

Qualifications

Candidates to this position must have completed a university degree and have at least 1 to 2 years of experience in a related capacity. An outstanding communicator with demonstrated public presentation

Employment Opportunity

skills both in person and virtually, you have an excellent ability to research and build a solid understanding of the Lakehead experience and tailor key messages to a variety of different audiences in a dynamic and engaging way. With an understanding of the recruitment and admissions cycle, the successful candidate has demonstrated knowledge of academic program requirements, regulations, courses and timetable offerings. You possess excellent time management, data management and organizational abilities with a strong independent work ethic. You must have a demonstrated ability to foster, develop and maintain successful working relationships with multiple audiences. Sensitivity to privacy issues and a flexible work schedule is expected for this position. **A Class G drivers licence is required as the position requires provincial travel during the term of the contract.**

Working Conditions

- Office environment
- Provincial travel

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.