

» *People make it happen.*

Student Recruitment Specialist

Recruitment & Conversion

Salary Range: \$46,035 – \$62,754

Status: Full-time Regular

Competition # 19-19/20

Classification: Assistant Guidance Counsellor

Brandon, Manitoba

Assiniboine Community College strives to create exceptional learning experiences for our students. We place a strong priority on student success and are committed to building an environment that creates and supports a high level of student engagement. Reporting to the Manager, Recruitment & Conversion, the student recruitment specialist is the face of the college daily, representing Assiniboine at recruitment events throughout the year.

Be Passionate

You are energetic, professional and thoughtful, with strong interpersonal skills, often described as a 'people person.' You have a track record of being a strong communicator who can deliver dynamic presentations to large groups or meet with someone on an individual level. You believe in the value of post-secondary education and you love the idea of being able to provide information on college admissions, programs and student life. You are a relationship builder, whether it is with guidance counsellors, post-secondary sponsors or employment agencies. You have experience working with Indigenous people and have an understanding of Indigenous cultures. You have experience building meaningful connections with First Nations, Metis and Inuit communities.

Take Initiative

You are a natural networker who is approachable, professional and personable. You love getting to know others and helping them to achieve their goals. You know how to make a plan and stick to it, but can adapt on the fly when the situation requires it. You are extremely organized and self-driven, coordinating events and travel plans. 'Life on the road' is an exciting prospect for you, as you will spend time in communities both inside and outside the province. There is considerable travel throughout the year, so you must hold a valid Class 5 drivers' license and be comfortable with evening and weekend schedules.

Deliver Results

As part of the college's student recruitment & conversion team, you will help generate new recruitment opportunities to connect with prospective students of all ages and backgrounds, with a focus on Indigenous student recruitment. Experience working with Indigenous people and First Nations communities is preferred. You are enthusiastic about attending recruitment events while working to ensure that the college meets annual enrolment targets. To deliver the results of the position, you will have a relevant post-secondary credential in marketing, business development, communications or a related field. It is considered an asset to have graduated from Assiniboine Community College.

This competition will remain open until filled.

Assiniboine Community College campuses are located on traditional territories of Treaty No.1 and Treaty No.2, the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.



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