

## **Manager, Student Recruitment & Conversion**

Full-time, Term (until December 1, 2021)

Competition # 62 – 19/20

Brandon, Manitoba

Salary: \$59,369 - \$74,253 (Classification: Guidance Officer 1)

Assiniboine Community College strives to create exceptional learning experiences for our students while strengthening Manitoba through applied education and research. We are looking for a term Manager, Student Recruitment and Conversion to lead our student recruitment team.

### **Be Passionate.**

You value the impact education has on individuals, families, and communities and want to contribute to that kind of meaningful change. You're known to be a 'people person' and enjoy working with others from across the institution and the community: prospective students, parents, and guidance & employment counsellors. The thought of having a key responsibility in the future growth of Assiniboine's student community is something that sounds exciting—and you have ideas on how to get there.

### **Take Initiative.**

The ideal candidate will be extremely well organized, customer focused and able to juggle multiple projects—all while meeting deadlines. You thrive in a leadership role and have experience fostering a team culture that values new ideas, takes action and is accountable to their results. A self-proclaimed self-starter, you are comfortable making decisions and have demonstrated sound judgment throughout your past experiences. You enjoy bringing forward new ideas and plans in support of larger goals. You also know a thing or two about computer systems, data analysis and have experience in planning and executing public events.

### **Deliver Results.**

Leading a small team of recruitment specialists and reporting to the Director of Public Affairs, you will be responsible for planning and executing recruitment and conversion plans over the course of a full recruitment cycle. You'll work closely with the Manager, Marketing to develop materials, publications and messaging in support of your recruitment and conversion strategy. You have related post-secondary education in business development, sales, marketing or a related discipline. You also have at least five years' experience in recruitment, business development, student services, enrolment management and/or an equivalent position. Regular travel within Manitoba will be required.

A review of applications will begin on March 13. This competition will remain open until filled.

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*Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net). Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and 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](mailto:humanresources@assiniboine.net)*

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