

## Student Recruitment Specialist

Recruitment and Career Services

Full Time, Term (July to May 29, 2026)

Brandon, MB

Comp #113-24/25

Salary: \$50,236 to \$70,499 annually (\$26.65 to \$37.40 hourly)

Classification: Assistant Guidance Counsellor

### About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

### Position Overview:

Report to the Manager, Recruitment & Career Services, the Recruitment Specialist's primary responsibility is the determination, development and implementation of effective plan to meet the goals and objectives of the recruitment and enrollment function at Assiniboine College. The Recruitment Specialist will work with all college departments to enhance the image of the college amongst its prospective student audiences.

### Some Key Responsibilities:

- ▶ **Develop Recruitment Strategies:**
  - Work with the Manager, Recruitment & Career Services to determine appropriate recruitment methods to build awareness of Assiniboine and target specific markets to achieve enrolment outcomes.
  - Help plan and co-ordinate the development of advertising and promotional materials to build reputation and support recruitment and enrolment activities.
- ▶ **Student Recruitment and Enrolment:**
  - Develop and deliver presentations to high school students and counsellors, mature, aboriginal, international, newcomer, - and other workforce prospects within Assiniboine's catchment areas.
  - Ensure the college has a leading presence at career symposiums throughout the province; coordinate staffing, booth design and set up, contests and promotional activities to drive traffic and generate further contact
  - Manage timely and appropriate connections to future students – from generating leads to managing timely and custom contacts to application
  - Advise prospective students, both at recruitment events and on campus about admission requirements, career outcomes, application procedures, financial assistance, and awards.
- ▶ **Event Planning:**
  - Co-ordinate special promotion events like Assiniboine College open houses and career symposiums.

#### Some Qualifications:

- ▶ Post-secondary credential, Assiniboine College graduate preferred.
- ▶ Education and/or experience in marketing preferred.
- ▶ Event planning and coordination experience is preferred
- ▶ Experience in MS Office and Power Point
- ▶ Demonstrated ability to initiate projects and work independently
- ▶ Excellent public speaking, writing and interpersonal skills
- ▶ Ability to manage multiple projects simultaneously
- ▶ Proven organizational talent and initiative
- ▶ Demonstrated ability to develop strong working relationships with diverse groups of people

*This competition will remain open until the position is filled.*

*Discover full details about the position, please visit our careers website at  
[www.assiniboine.net/careers](http://www.assiniboine.net/careers).*

#### Why Join Us?

##### Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

##### Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

##### Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

##### Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

##### Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.



How to Apply:

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204 725 8729.*