



# FACULTY VACANCY

## Director, Admissions & Awards

Brandon University combines proud tradition with shared ambition at our growing, progressive campus, where we welcome a diverse and inclusive community. Through our excellence in teaching, research, and scholarship, we educate students to make a meaningful difference as engaged citizens and leaders, with programs and research in Arts, Science, Education, Music and Health Studies. Our roots date back to our foundation in 1899 as Brandon College, and through 2017, we celebrated the 50th anniversary of our charter as a university.

As we seek to continue fulfilling our tradition and enhancing our student experience, Brandon University invites applications from qualified applicants for the full-time, continuing position of Director of Admissions & Awards. Reporting to the University Registrar, the Director of Admissions & Awards is responsible for overseeing admission of all students to Brandon University and the disbursement of scholarships, bursaries and awards to both entering and continuing students. At a time of significant transition in these areas, the successful candidate will have a unique opportunity to contribute to setting strategic direction, streamlining processes, and shaping culture. For the complete job description, please consult <https://www.brandonu.ca/jobs/job/director-admissions-awards/>.

**Start Date:** June 10, 2019

**Rank:** Administrative Associate II

### Qualifications:

- Minimum Bachelor's degree
- Minimum of 5 years of experience with increasing levels of responsibility and leadership. Experience at a post-secondary institution in registrarial/enrolment services, admissions, and/or student services is an asset.
- Familiarity with university admissions processes and with Canadian and international secondary/post-secondary education systems
- Familiarity with best practices related to disbursement of scholarships, bursaries, and awards
- Excellent computer/technical skills
  - Proficiency with Microsoft Office
  - Proficiency working with databases, Student Information Systems, and Client Relationships Management (CRM) systems is an asset
- Superior interpersonal and leadership skills, including collaboration, negotiation, conflict-management, and change management
- High level of initiative and motivation with creative problem-solving ability
- Student focused, research/data oriented, and passionate about working with students, faculty, and staff
- Excellent written and oral communication skills
- Superior organization skills with proven ability to make decisions and achieve goals in a high-paced environment with multiple, competing priorities

**Salary:** \$74,670 - \$105,168, dependent upon qualifications and experience in accordance with the Brandon University Faculty Association (BUFA) Collective Agreement.

**Application deadline:** February 18, 2019

A complete application consists of a cover letter and curriculum vitae (CV). Please submit all application materials to Andrea McDaniel, University Registrar, by email ([mcdaniela@brandonu.ca](mailto:mcdaniela@brandonu.ca)).

*Brandon University is committed to equity, welcomes diversity, and hires on the basis of merit. All qualified individuals who may contribute to the diversification of the University, especially women, persons with disabilities, Indigenous persons, racialized persons, and persons of all sexual orientations and genders are encouraged to apply. Canadian citizens and permanent residents are given priority. Evidence of citizenship must be provided.*

*To ensure this employment opportunity is accessible to all interested individuals, please advise of any accessibility needs by contacting the Human Resources office at (204)727-9782 or [hr@brandonu.ca](mailto:hr@brandonu.ca). This posting is available in an alternate format.*

---