



## Admissions Officer

### Temporary, Full Time

<b>Location:</b>	Dawson Creek, BC	<b>Competition #:</b>	21:011
<b>Term of App't:</b>	Monday – Friday, 7 hrs/day (until June 2022)	<b>Start date:</b>	January 4, 2021
<b>Reporting to:</b>	Registrar		

**Salary:** \$35.16 – 41.76/hr, depending on experience and qualifications as per the BCGEU Faculty Collective Agreement. Temporary employees receive an additional \$0.50/hour in lieu of benefits, 6% vacation and 4.2% statutory holiday pay included with each pay. Staff in this type of positions have the ability to contribute to the College Pension Plan.

**Description:** Under limited supervision of the Registrar, the Admissions Officer is responsible for service-oriented and student-dedicated admissions advising for students who are interested in and/or applying for NLC programs. The Admissions Officer provides pre-admission information to prospective students and/or their agents and provides advice on program suitability, eligibility, and placement based on an evaluation of student needs, prior academic history and future goals. The Admissions Officer adjudicates admissibility and advocates for applicants when exceptions are warranted. The Admissions Officer will monitor and report on admissions according to the strategic enrolment plan and will be expected to attend team meetings to update departments, as necessary.

The NLC admissions office is a dynamic and demanding work environment with frequent peaks in work demands. This position is required to maintain a high level of knowledge of current educational trends and practices in Canada and around the world. Administratively, this position also gives transfer credit advice utilizing and maintaining Colleague and other data systems, reports, and statistics. The Admissions Officer participates in activities and events that represent the College in promoting student admission including liaising with regional school districts. The position may assist in other related duties and/or projects as assigned.

**Qualifications:**

**Required:**

- Bachelor's Degree in a relevant field;
- 3+ years in a post-secondary environment in admissions or advising;
- Significant knowledge of admission adjudication procedures with exposure to post-secondary transfer credit, and enrolment management;

- Excellent communication and interpersonal skills;
- Excellent organizational, analytical, decision-making and problem-solving skills with the ability to resolve diverse and complex problems;
- Demonstrable expertise in Microsoft Word and Excel, including mail-merging; and the
- Ability to work independently and as a member of a dynamic team.

**Preferred:**

- Extensive knowledge of post-secondary transfer regulations;
- Experience with international admissions, including evaluation of international documents;
- Significant experience working with automated admissions processes and systems; and
- Advanced skills in organizing and prioritizing.

For more information and to apply by the closing date, please go to: <http://nlcbc.prevueaps.ca/jobs/12313.html>

**Attention:** only applications submitted through the Northern Lights College's employment website (see link above) will be considered.

Internal applicants are encouraged to confirm the impact upon their employee status and benefits eligibility before accepting a new position with the College. Please contact Payroll/Benefits staff at the NLC Regional Office, Dawson Creek, for information and assistance.

**Open Date:** January 21, 2021

**Closing Date:** OPEN until filled

We thank all applicants for their interest in employment with NLC; however, only those contacted for an interview will be acknowledged.

