



Liaison Outreach Coordinator, FT, University of Guelph-Humber - (18337)

https://humber.taleo.net/careersection/hbr_ex/jobdetail.ftl?job=18337&lang=en#.YPbPk4LOm6k.mailto

Role Profile:

Under the general direction of the Manager, Marketing and Student Recruitment, the Liaison Outreach Coordinator has a significant impact on shaping the public image of the University of Guelph Humber and on the post-secondary decision-making process of prospective students. This role is a strategic component of the overall enrolment strategy and in achieving revenue targets by generating a strong applicant pool of qualified students in an increasingly competitive post-secondary environment.

The Liaison Outreach Coordinator interacts with prospective students, applicants and their supporters throughout the recruitment and admission process to provide timely, accurate and engaging information through multiple inquiry channels. The Liaison Outreach Coordinator is an ambassador in representing the University positively at in-person and virtual events, fairs, information sessions, webinars as well as in communicating information about the University's academic programs, student services, scholarships, and admission policies in a professional, effective and compelling way. The Liaison Outreach Coordinator provides exceptional customer service, demonstrates empathy, and confidentiality when advising prospective students on their post-secondary options. This role also addresses concerns and inquiries to guide future students and their supporters to consider the University of Guelph-Humber as their post-secondary choice.

The Liaison Outreach Coordinator is responsible for coordinating the development of the Student Recruitment Officer training program, outreach, recruitment strategies and other programs such as the High School Liaison Visit Program, Specialist High Skills Majors Programming, Career Class Visits and Guidance Counsellor Outreach.

The travel component of this position requires to be available to travel away from home for several periods at a time in Ontario and out-of-province. This position often requires non-traditional work hours, including evenings and select weekends. Travel requirements will be determined and contingent on public health and government guidance.

Minimum Qualifications

Education:

Four (4) year Bachelor's Degree in Public Relations, Marketing, Event Planning, Communications, Business or equivalent

Experience:

Minimum of two (2) years of experience working in admissions and/or recruitment in a post-secondary environment.

- Public speaking and retaining an audience's attention
- Working with students in a mentoring or advising role, providing motivation
- Program planning and implementation
- Working with university systems and managing factors impacting its future is considered an asset

Skills:

- Superior verbal and written communication, interpersonal, listening, and customer relations skills
- Ability to relate well and respectfully to a wide range of individuals
- Demonstrated ability to work efficiently and diplomatically in public settings
- Excellent and proven organizational and project management abilities
- Ability to analyze and interpret data and translate it into an action plan
- Strong digital knowledge & online presence and above average computer literacy
- Self-motivated with the ability to prioritize and work with minimal supervision
- Well-developed judgment and problem solving skills
- Ability to act independently as well as within a team
- Outstanding public presence and an understanding of all aspects of diversity in a secondary school environment

We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted. Consideration for Support Staff and Academic positions will be given to internal employees in accordance with the respective collective agreements.

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek Indigenous Peoples and individuals from equity-deserving groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our HR Generalists will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

Hours Per Week 37.5

Position Type FT Support

Payband H

Minimum Salary

32.32

Maximum Salary

37.52

Work Locations

University of Guelph-Humber
207 Humber College Blvd
Etobicoke M9W 5L7

Job Family

Marketing and Communications

Deadline to Apply

July 26, 2021

Job Posting

7/19/21

Department Student Recruitment, UofGH