

**Director of Recruitment, Admissions and Awards, Mount Allison University
Sackville, NB**

Mount Allison University is seeking an innovative and strategic leader to serve as the next Director of Recruitment, Admissions, and Awards, driving enrolment initiatives and fostering student success.

The Organization

Mount Allison University is located within the territory of Mi'kma'ki, the unceded, ancestral territory of the Mi'kmaq. The University has been recognized by Maclean's annual university rankings as the top primarily undergraduate university in Canada 24 times in the past 33 years — a record unmatched by any other institution. Mount Allison offers more than 50 undergraduate programs to choose from so students can create their own unique bachelor's degree. Mount Allison prides itself on providing a high-quality academic experience, combined with a variety of hands-on learning opportunities in a close-knit community on-campus, and within Sackville.

The Role

This role is a key position within the university, tasked with attracting students seeking the unique Mount Allison experience where they can thrive. They ensure a seamless enrolment process, and managing a comprehensive awards program to support student success. Reporting to the Provost and Vice-President, Academic and Research, the Director will drive the development of innovative recruitment strategies and engage the entire university community to champion Mount Allison's brand and reputation.

The Director of Recruitment, Admissions, and Awards leads the multi-year planning and execution of Mount Allison's recruitment strategies, admissions processes, and scholarship and bursary programs. The successful candidate manages a team of professional staff and works collaboratively with academic leaders, the Registrar's Office, and Marketing & Communications to develop and implement multi-year recruitment plans that attract a diverse student population from across Canada and internationally. The Director will also oversee admissions processes and decisions, ensuring timely and transparent communication with prospective students and their families.

Key areas of oversight and responsibility are:

- **Strategic Enrolment Management:** Provides leadership in developing and implementing a comprehensive recruitment and admissions strategy, including national and international recruitment efforts that align with Mount Allison's strategic goals. Develops KPIs and ongoing data plans to effectively drive recruitment and admissions strategies, tracking changes in recruitment trends, performance metrics and ensuring alignment with enrolment targets.
- **Admissions and Awards:** In collaboration with key partners, manages the full cycle of admissions, from recruitment to offer decisions, ensuring efficiency and alignment with university policies. Oversees the development and administration of Mount Allison's scholarship and bursary programs, ensuring equitable access to financial support for incoming and continuing students.

- **Collaboration and Partner Engagement:** Works closely with on-campus partners such as Marketing and Communications, Student Affairs, and Faculty leaders to develop strategies and recruitment-focused promotional materials that highlight Mount Allison's academic excellence. Represents Mount Allison in key local, provincial and national dialogues.
- **Leadership and Management:** Leads, mentors, and supports a dynamic recruitment and admissions team, promoting professional development and fostering a collaborative work environment while managing budgets, operational processes, and technology.

The Ideal Candidate

As the ideal candidate, you are a seasoned leader with significant experience in student recruitment, admissions, or enrolment management within a post-secondary environment. You are a strategic thinker with the ability to anticipate future enrolment trends and develop innovative recruitment strategies that enhance the university's reputation and enrolment goals. You possess strong interpersonal and communication skills, allowing you to engage effectively with a diverse array of key partners and audiences and coach others to do so. Expertise in systems development, data analysis, managing staff within a complex and unionized environment, developing strong cross-campus partnerships and knowledge of strategic enrolment management are all required. You are a data-informed decision maker who has a record of building strong and effective relationships across administrative and faculty departments in a collegial setting. You have strong critical lenses, and you value diversity, equity, and inclusion as a core part of your work.

Qualifications and Experience:

While the Search Committee recognizes that no one candidate is likely to meet all qualifications in equal measure, those listed below are desirable and will be used to compare candidates.

- An undergraduate degree
- Significant leadership experience in student recruitment, admissions, or related fields, preferably within a university setting.
- Proven ability to develop and implement data-driven recruitment and admissions strategies.
- Strong understanding of scholarship and financial aid programs, with experience managing awards and bursary programs.
- Exceptional leadership and interpersonal skills, with a demonstrated ability to lead, mentor, and support recruitment and admissions staff.
- Experience working with student information systems and enrolment technologies to enhance the admissions process.

You are someone with:

- Foresight, with a highly developed ability to build data-informed strategies that capitalize on opportunities and mitigate risk.
- A spirit of positive restlessness – striving to innovate and seeing possibilities where others see problems.

- The ability to face challenges and to exercise integrity, wisdom, and good judgment in meeting them.
- An adaptable and flexible nature—able to move between high-level strategic work and administrative management tasks intentionally and smoothly.
- The ability to work collegially and effectively within a unionized environment, building strong, trusting relationships.
- An exceptional listener who prioritizes human-centred practice and acts as a steward of positive culture.
- Decisiveness, with the ability to make timely decisions while facilitating consultation and input wherever possible.
- A high energy level and the capacity to balance multiple priorities.

Mount Allison acknowledges, honours, and respects that the land named Sackville, NB is part of the unceded territory of the Mi'kmaq People who are the historic inhabitants, custodians, and dwellers on the land where our University is built and confirms its commitment to strengthening relationships with all Indigenous people.

Mount Allison is committed to diversity and inclusiveness. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community.

Mount Allison University is committed to providing an inclusive and barrier-free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact accommodations@kbrs.ca to request accommodation.

If you are interested in this opportunity, contact Debra Clinton at dclinton@kbrs.ca, Kyle Steele at ksteele@kbrs.ca, or Dr. Jennie Massey at jmassey@kbrs.ca or submit your full application package online here: <https://www.kbrs.ca/Career/18441>.