

## Manager, Recruitment, Admissions and Diversity Outreach

**Date Posted:** 03/14/2025

**Req ID:** 42156

**Faculty/Division:** Faculty of Law

**Department:** Faculty of Law

**Campus:** St. George (Downtown Toronto)

**Position Number:** 00037017

Link to apply: <https://jobs.utoronto.ca/job/Toronto-Manager%2C-Recruitment%2C-Admissions-and-Diversity-Outreach-ON/590487917/>

### **Description:**

#### **About us:**

The Faculty of Law is one of the oldest professional faculties at the University of Toronto. Today, it is one of the world's great law schools. The Faculty's rich academic program are complimented by its many legal clinics and public interest programs, and is supported by an array of in-house student services. The Faculty of Law is housed in the elegant, state-of-the-art Jackman Law Building alongside two historical buildings, Flavelle House and Falconer Hall, on the St. George Campus in downtown Toronto.

#### **Your opportunity:**

Under the general direction of the Registrar, the incumbent is responsible for representing the Faculty of Law at various recruitment events and advising prospective students on admissions criteria and processes for the Juris Doctor (JD) program, highlighting the advantages of a U of T law education. The Manager, Recruitment, Admissions and Diversity Outreach works closely with the Admissions Committee, Assistant Deans, and the Faculty's various outreach programs to encourage and support applications from a wide range of potential students that will contribute to the law school's strong sense of community and inclusive excellence. The Manager, Recruitment, Admissions and Diversity Outreach is a member of the law school's student services team who leads and develops plans that support recruitment strategies that will attract students interested in becoming world-class lawyers and some of Canada's most impactful leaders in every field and profession.

#### **Your responsibilities will include:**

- Keeping well-informed on theories and best practices related to equity, diversity and inclusion.
- Developing plans that support recruitment strategies. Leading recruitment initiatives targeting students from traditionally underrepresented groups.
- Fostering positive relationships with prospective students. Serving as a liaison between prospective law students and current law students; leading the law student ambassador program.
- Delivering student recruitment presentations.
- Conducting detailed data analysis to inform recruitment strategies and plans.
- Determining logistical details required for the execution of admissions processes.
- Keeping well-informed on current technologies, best practices and industry standards.
- Researching and analyzing processes, programs and services and recommending changes for improvement.

**Essential Qualifications:**

- Bachelor's degree or acceptable combination of equivalent education and experience.
- Minimum five years of related work experience with undergraduate/professional program student recruitment in an admissions or recruitment office within a post-secondary education setting.
- Current knowledge of best practices, issues and trends in post-secondary student recruitment and admissions.
- Experience conducting detailed data analysis to inform recruitment strategies and plans.
- Experience developing and implementing recruitment plans and recruitment program evaluations.

- Experience advising prospective students and providing detailed information on program and/or course eligibility requirements, procedures, policies and deadlines.
- Excellent presentation skills with experience providing presentations to large and small audiences and facilitating partnerships with a variety of constituents (students, student leaders, faculty, and staff).
- Experience developing content for print publications, marketing materials and web-based materials, including developing web content and online communication strategies targeted to prospective students, newly admitted students, and parents.
- Strong aptitude with social media communications and their applications.
- Highly developed computer skills including MS Office (e.g. Word, Excel, and Outlook), Adobe Acrobat, and intermediate skills with ROSI/ACORN or an equivalent academic record system.
- Experience utilizing an applicant management system, such as SLATE including reporting, tracking applications, and resolving issues with submissions.
- Ability to analyze complex technical tasks and implement solutions.
- Demonstrated tact and professionalism to handle delicate situations; high degree of confidentiality; proven attention to detail and student concerns.

**Assets (Nonessential):**

- Knowledge of University of Toronto programs and admission requirements and of the overall university structure would be an asset.
- Understanding of law school culture and the legal profession, and systemic barriers to access and success.
- Demonstrated analytical and data management/statistical skills.

**To be successful in this role you will be:**

- Approachable
- Communicator

- Diplomatic
- Multi-tasker
- Organized
- Procedural
- Resourceful
- Thoughtful

**Closing Date:** 03/28/2025, 11:59PM ET

**Employee Group:** USW

**Appointment Type:** Budget - Continuing

**Schedule:** Full-Time

**Pay Scale Group & Hiring Zone:**

USW Pay Band 15 -- \$95,627. with an annual step progression to a maximum of \$122,290.

Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

**Job Category:** Student Services

**Recruiter:** Jasmin Olarte

### **Lived Experience Statement**

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

### **Diversity Statement**

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

### **Accessibility Statement**

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact [uoft.careers@utoronto.ca](mailto:uoft.careers@utoronto.ca).

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