

**Manager, Student Recruitment  
Office of the University Registrar (Full-time, Continuing)**

**About Us**

MacEwan University is where caring faculty help people connect their passions to their future paths. Located in the heart of Edmonton's diverse and dynamic downtown community, and on the traditional lands of Treaty 6 First Nations and homelands of the Métis people, MacEwan is known for exceptional undergraduate learning. With its dedication to teaching excellence, informed by scholarly research, innovation, and creative activity, MacEwan provides an exceptional collaborative and supportive learning environment with a commitment to human rights, environmental sustainability, and opportunities for community engagement. We are committed to creating an equitable, diverse, inclusive, and welcoming community for all peoples, cultures, and identities.

Our comprehensive undergraduate university offers 55 programs to more than 19,000 full- and part-time students in business, communications, community and human services, design, fine and performing arts, health, humanities, natural science, nursing, public safety, and social science. Through a wide array of experiential learning opportunities, and strategic relationships in the community, we partner with others to produce graduates of stature. Along with a robust grounding in their chosen disciplines, MacEwan students are given durable life skills that prepare them to take on the world.

**The Opportunity**

MacEwan University is seeking a Manager, Student Recruitment, for a full-time continuing opportunity with the Office of the University Registrar. Reporting to the Associate Registrar, Admissions, Recruitment and Transfer, the Manager, Student Recruitment is responsible for the efficient and effective operation of all Student Recruitment processes and procedures to achieve the University's strategic enrolment goals. The Manager provides ongoing leadership, guidance, mentorship, and operational direction for the domestic and international Student Recruitment teams. As a key member of the Admissions and Student Recruitment leadership team, the incumbent develops strategies and initiatives to strengthen the university's brand and attract and recruit future students. The Manager works collaboratively with internal and external partners and manages two teams (domestic and international) to achieve student recruitment targets and quotas.

Key responsibilities include:

- Leading and managing staff in the Student Recruitment team, including assigning and monitoring workload, preparing schedules, responding to emerging issues, approving timesheets and time off requests.
- Managing staffing resources within the team through effective recruitment, selection, training, coaching, leadership, supervision, professional development, and evaluation of staff while also promoting and contributing to a positive and inclusive team culture that emphasizes service excellence.

- Mentoring and developing staff using a supportive approach, including performance management, quality of service, and work output; ensuring staff are well trained, competent, and supported to be successful in their roles.
- Overseeing the development and implementation of Canadian/domestic and international recruitment plans (including targets by province, country, program, and international agent), targeting high school and post-secondary students and other identified individuals.
- Participating in and contributing to budget, strategic, and operational planning processes as a member of the leadership team within the Office of the University Registrar.
- Leading Enterprise Resource Planning (ERP) projects and change management initiatives and identifying areas for improvement within the Student Recruitment Unit to enhance services and the experience for applicants and students.
- Collaborating with kihêw waciston, Office of Human Rights, Diversity, and Inclusion, MacEwan International, Alumni, and Faculties/Schools to develop and implement strategies to identify and recruit future (prospective) students, in particular traditionally under-represented groups.
- Advising campus partners on Student Recruitment policies, processes, deadlines, and other important information.
- Developing and maintaining relationships with instructors, faculty, leaders in Faculties and Schools, and other key stakeholders within MacEwan.

## **Skills**

- Proven team management skills, including the ability to lead a team and foster a positive, productive, and cohesive team environment.
- Excellent analytical, planning, organizational, time management, decision making and problem-solving skills with keen attention to detail.
- The ability to collect and analyze applicant data to inform evidence-based decisions and evaluate effectiveness of recruitment processes.
- Effective problem-solving skills and ability to make decisions independently in a fast-paced, deadline driven environment.
- A demonstrated commitment to fostering a collaborative working and learning environment that celebrates diversity and inclusion.
- Excellent interpersonal, verbal, and written communication skills, with the ability to effectively engage internal and external stakeholders.
- The ability to operate with a high degree of tact, diplomacy, professionalism, and sensitivity to student and faculty concerns.
- The ability to lead by example; serving as a positive role model and developing trust by displaying honesty, integrity, and ethical conduct always.
- Knowledge of change management and process techniques.
- Knowledge and understanding of Canadian secondary and post-secondary systems as well as international education systems.

- Knowledge of best practices, initiatives, current research and thinking in undergraduate Student Recruitment and more broadly student enrolment management, and ability to assess their relevance and apply to MacEwan University.
- Demonstrated commitment to service excellence.
- Maturity, self-confidence, and poise to deal appropriately with a variety of stakeholders and situations from individuals at all levels within the organization, from students to faculty and senior-level management (i.e., Associate Registrars, Associate Dean, Deans, AVPs, etc.).
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams, PowerPoint) and SharePoint.

#### Qualifications

- A minimum of a bachelor's degree in education - Business, Administration, or a related field.
- A minimum of 5 years of experience with increasing levels of responsibility including a minimum of 3 years of leadership experience within a unionized environment, in a university registrar's or student services office.
- Experience with strategic enrolment management, in particular, student recruitment.
- Working knowledge of PeopleSoft - Campus Solutions and experience with process improvement, change management, and quality assurance approaches, are considered assets.
- Familiarity with admissions technologies would be considered an asset.
- An equivalent combination of education and experience may be considered.

#### How to Apply

To apply, please head to our [MacEwan University Opportunities Page](#), select the job opportunity, and click Apply Now. If you require assistance, please contact us at [careers@macewan.ca](mailto:careers@macewan.ca).

If you are experiencing technical difficulties when submitting your application, please try submitting it through a different browser (i.e., Safari, Firefox, Chrome, etc.). If the issue persists, please send a screenshot of the error message to [careers@macewan.ca](mailto:careers@macewan.ca) so we can assist and ensure your application is received.

This position is included under the Out of Scope employee policy (D1015). Applications sourced through this process may be considered for similar opportunities within MacEwan University.

**Closing Date:** February 2, 2025

**Competition Number:** 25.01.26

**Salary:** OOS Pay Band 5: \$80,009 to \$108,013 per annum

**Diversity Statement**

MacEwan University is committed to fostering the principles of equity, diversity, and inclusion within our community, and we are dedicated to removing barriers that have been historically encountered and are currently experienced by some members of our society. We welcome and encourage applications from Indigenous peoples, racialized persons, visible minorities, women, persons with disabilities, sexual and gender minorities, and members of all equity-deserving groups. We believe that the diversity of our students, staff, and faculty serves as a strength of our institution and benefit to society. We are committed to ensuring full and inclusive participation for all in our community.

**Accessibility Statement**

We strive to provide an inclusive and barrier-free work environment, beginning with the hiring process. If you require accommodation, we want to ensure you have the support you need to showcase your abilities. Please contact [humanresources@macewan.ca](mailto:humanresources@macewan.ca) and we will support you to the best of our ability.

**Personal Information Collection Notification**

Personal information is being collected to determine your qualifications for employment. This information is collected, used and protected under the authority of and in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*. It may be provided to non-HR members of a hiring and interview panel if your application advances to that stage of the hiring process. If you have any questions about these arrangements, please contact: Human Resources, University Services Centre, Rm. 10-600, 10700-104 Avenue, Edmonton, Alberta, T5J 4S2 or phone (780) 497-5434.