



UNIVERSITY
of Prince Edward
ISLAND

Manager of Admissions - Registrar's Office - Student Experience Hub

Competition Number:

215E24

Position Type:

Staff Position

Closing Date:

Dec 8, 2024

Date of Posting:

Nov 22, 2024

Department:

Registrar's Office - Student Experience Hub

Position:

Manager of Admissions

Contract:

Full-Time Permanent Position

Hours of Work:

37.5 hours per week

Salary:

\$97,641 - \$108,258 per annum

The University of Prince Edward Island Registrar's Office is currently seeking a dynamic and results driven Manager of Admissions. The successful applicant will be responsible for the day-to-day management of a team of admissions professionals, optimizing admissions processes for applicants, and providing leadership and strategic support to key initiatives of the admissions process.

RESPONSIBILITIES:

- Lead and manage the admissions team, providing training, support and performance evaluations
- Provide leadership and strategic support, with minimal supervision, to key initiatives of the admissions process, planning, designing, coordinating, implementing, and maintaining the policies and procedures of the admissions process
- Manage continuous quality improvement relating to admissions, ensuring an efficient, welcoming, and streamlined experience for applicants
- Provide leadership and direction to staff; Developing standards and practices as they relate to admissions and to guide prospective students through the application process, ensuring a positive and supportive experience
- Recognize applicant needs and advise on information regarding admission policies and procedures, course requirements and academic regulations
- Assist in the evaluation of credentials
- Assist Admissions Committees with evaluating applications and attend committee meetings
- Ensure that the University Calendar, website, and other related materials are updated regarding admission information and regulations
- Prepare and give presentations
- Provide reports and statistical analysis to stakeholders
- Establish and maintain effective working relationships with academic and administrative colleagues throughout the university community
- Perform other duties as required

QUALIFICATIONS:

- Completion of a bachelor's degree or an equivalent combination of education and a minimum of five years of work experience in progressive leadership positions in an academic environment or related field
- Experience managing a team
- Value diversity, equity and inclusion as a core aspect of the work
- Superior interpersonal skills with strong oral and written communication skills
- Excellent organizational skills, effective leadership, strategic thinking and analytical abilities, and a solid attention to detail
- Experience in the operation of a post-secondary admissions office would be an asset
- Experience with unionized staff and collective agreements would be an asset

APPLICATION INSTRUCTIONS:

Please submit electronically a cover letter, quoting the competition number, a resume and reference list to be received no later than the closing date via the link below.

[Apply electronically for Manager of Admissions](#)

If you are unable to apply online, you can drop off your resume to the Human Resources Department, Kelley Building, University of Prince Edward Island, 550 University Avenue, Charlottetown, PEI C1A 4P3, Fax Number 902-894-2895.

UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute. UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and

others with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the process, please direct your inquiries, in confidence, to our HR Officer, hrofficer@upei.ca. Applications will not be accepted via email.

Only those applicants who are invited to an interview will be acknowledged.

Note that this site is not compatible with some mobile browsers (e.g. iPad, iPhone). Upon successful submission of your application, you will receive an auto-reply to your email address advising your application has been received. If you do not receive an email, please check your spam folder and/or try submitting your application via a different web browser (Google Chrome, Firefox, etc).

UPEI encourages all qualified applicants to apply for job openings; however, in keeping with the terms and provisions of the university's various employment and collective agreements, first priority will be given to internal candidates.