

Manager, National Recruitment - Full-Time (Continuing)

Posting Details

Position Information

Job Title Manager, National Recruitment - Full-Time (Continuing)

About the University

It's your time to shine!

Work where the world comes to create, discover and learn.

We are one of Canada's top universities and leading research institutions. With more than 8,000 undergraduate and graduate students, two campuses (Lethbridge and Calgary), seven faculties and schools, and more than 2,500 employees, ULethbridge is Lethbridge's second largest employer. Faculty and staff come together to contribute, each in their own way, to establishing ULethbridge as Canada's destination university. In 2022, Lethbridge was recognized as one of Canada's top small cities.

Position Details

About the Role

We're looking for a dynamic and experienced Manager, National Recruitment to lead our domestic recruitment team at the University of Lethbridge. Reporting to the Assistant Registrar, Enrolment, this role is guided by principles of Strategic Enrolment Management and supports the goals of the institutional enrolment plan. The Manager provides leadership in developing, executing, and evaluating strategies to promote ULethbridge to prospective undergraduate and graduate students across Canada, including Indigenous communities and priority markets.

As the front line of engagement, the Recruitment team plays a critical role in connecting prospective students and their influencers with the U of L experience. The Manager steers this team through thoughtful direction, mentorship, and strategy while building cross-campus partnerships to support enrolment success.

Key Responsibilities

Leadership & Team Development

- Lead and mentor a team of 8 Student Recruitment Officers, including specialists in Indigenous and graduate recruitment across both the Lethbridge and Calgary campuses.
- Provide ongoing training, performance management, and development opportunities.
- Coordinate national travel assignments, guide daily operations, and monitor performance with clear expectations and feedback.

Strategic Recruitment Planning

- Develop and assess a comprehensive annual domestic recruitment strategy.
- Set the tone and content of prospective student communications.
- Analyze institutional data to refine strategies and ensure alignment with enrolment priorities.

Operational Oversight

- Manage the central recruitment budget and resource planning.
- Oversee the use and maintenance of the CRM system (Ellucian CRM Recruit).
- Ensure appropriate staffing and coverage for travel, events, and advising.
- Lead the planning and coordination of recruitment events and initiatives.

Relationship Management & Collaboration

- Foster strong relationships with high school and college partners across Canada.
- Represent ULethbridge in national recruitment consortia (e.g., ELAA, CUE, SUTIL).
- Collaborate with faculties, schools, and internal stakeholders to align efforts and share feedback.
- Engage actively in leadership teams across SEARS and Student Affairs.

Why Join ULethbridge?

At the University of Lethbridge, we're proud of our student-centered approach, our close-knit campus community, and our commitment to equity, diversity, and inclusion. You'll be joining a team that values collaboration, innovation, and putting students first.

The anticipated starting salary of the position will be between \$78,000.00 and \$91,972.76 commensurate with the experience and qualifications of the successful candidate.

Position Qualifications

Qualifications

- Bachelor's degree required.
- 5–7 years of progressive experience in a post-secondary setting, including direct recruitment experience.
- Proven experience in staff supervision and mentoring within a team-based environment.
- Familiarity with Strategic Enrolment Management and student development theory.
- Strong presentation, communication, event planning, and relationship-building skills.
- Comfort working with data, CRM tools (e.g., Ellucian CRM Recruit), and digital recruitment technologies.

- A valid unrestricted Class 5 Driver's License with no more than 6 demerits and submission of a motor vehicle record (driver abstract) dated within 3 months of the posting close is required.

Preferred Assets

- Experience leading recruitment strategy and managing large, multi-campus teams.
- Proficiency with CRM systems and recruitment analytics.
- Marketing, communications, and technical skills to support modern recruitment approaches.

Starting Salary Range (at 1.0 FTE)	\$73,110.48 - \$91,972.76 annually
Full Salary Range (at 1.0 FTE)	\$73,110.48 - \$110,835.04 annually (APO - Grade 4)
Campus	Lethbridge
Employment Group	APO
Position Category	

Posting Detail Information

Open Date	04/16/2025
Close Date	05/02/2025
Open Until Filled	
Desired Start Date	06/02/2025
Position End Date (if temporary)	

Special Instructions to Applicants

Employment Equity The University of Lethbridge invites applications from all qualified candidates; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given preference.

The University of Lethbridge is committed to providing an inclusive and barrier-free work environment, including through all aspects of the hiring process. If you require support during the hiring process, please contact Human Resources at human.resources@uleth.ca so that accommodations can be put in place to support you. All private information received in relation to your request for support will be kept confidential, only information required to facilitate the accommodation will be shared with the selection committee.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Additional Documents