



Admissions Officer

Date Posted: 10/18/2024

Req ID: 40233

Faculty/Division: Faculty of Pharmacy

Department: Faculty of Pharmacy

Campus: St. George (Downtown Toronto)

Position Number: 00009488

About us:

The Leslie Dan Faculty of Pharmacy at the University of Toronto is Canada's top faculty of pharmacy and ranked among the top in the world. We bring together Canada's leading scientists, researchers, and educators in the heart of Toronto's innovation and health research ecosystem. We advance professional pharmacy practice and pharmaceutical science through world-leading education and research and are recognized worldwide for our outstanding scholarship, ingenuity, creativity, and impact.

Our faculty, students, staff, and alumni come together to create a vibrant, collaborative environment rich with possibilities. We are at the forefront of redefining pharmacy's impact in health care and developing the capacity of pharmaceutical science to pinpoint better therapeutic targets, create new ways of building medications, and ensure medication use is safe and effective. We are committed to achieving inclusive excellence and fostering an environment where each member of our community can achieve their full potential.

Learn more: www.pharmacy.utoronto.ca

Your opportunity:

Reporting to the Faculty Registrar and Director of Student Services, this position will work to recruit and admit the next generation of pharmacists who are moving healthcare forward. This position will work with faculty and key staff in the program offices to identify opportunities to modernize the admissions processes. We are looking for someone who has knowledge and experience in admissions best practices, is excited about the opportunity to develop new processes, and enjoys working with a variety of people. The successful candidate in this role, must be comfortable working with complex datasets to extract insights and produce comprehensive reports and possess the ability to analyze statistical information, track key metrics, and present findings in a clear and concise manner. In addition to being detail oriented, the successful candidate will also need to be



able to look at the bigger picture to help the Registrar's Office and the PharmD Program meet short and long term targets. Additional responsibilities will include liaising with service providers to ensure organizational needs are met and to solve technical issues.

Your responsibilities will include:

- Reviewing and assessing domestic and international admissions applications
- Advising potential applicants, students, parents, and/or guidance counselors on admissions criteria and processes by probing and providing a range of options and possible consequences
- Preparing draft statistical reports and summaries from data collected
- Analyzing statistical information to inform admissions projections and planning activities
- Keeping well-informed on industry best practices and trends
- Promoting programs at recruitment events
- Liaising with service providers to coordinate the resolution of technical/administrative issues
- Troubleshooting and resolving technical issues

Essential Qualifications:

- Bachelor's Degree or acceptable combination of equivalent education and experience.
- Minimum four years of experience working in admissions in a post-secondary institution, in a second-entry professional program, preferably health-care focused.
- Demonstrated experience reviewing domestic and international admission applications, assessing and advising second entry undergraduate prospective students on admissions, transfer credit and academic requirements.
- Experience interpreting and applying the University and education systems worldwide admissions policies and requirements for second entry professional programs.
- Demonstrated knowledge of best practices for promoting educational programs and engaging potential students.
- Demonstrated knowledge of theories related to equity, diversity, and inclusion as they relate to admissions and student services.



- Familiarity with admissions software and databases and demonstrated ability to learn new systems.
- Experience in identifying inefficiencies and areas for improvement, with a proven record of recommending changes to enhance operational effectiveness.
- Proven track record of effectively liaising with service providers to ensure organizational needs are met, including coordinating technical and administrative support, troubleshooting issues, and exploring customizations.
- Superior computer and data skills, including Power BI (or similar), manipulating and analyzing data, and producing statistical information and data visualization for decision-making.
- Strong written and verbal communication skills for preparing letters, reports, and conducting presentations/workshops/training sessions to external and internal attendees.
- Demonstrated ability to troubleshoot and resolve technical issues efficiently
- Strong student service orientation: tact and diplomacy in dealing with students and students' family members, maintaining confidentiality in working with student information.

Assets (Nonessential):

- Experience working in a health profession faculty
- Experience with VidCruiter, Pharm/MedSIS, or Casper is considered a definite asset.

To be successful in this role you will be:

- Communicator
- Efficient
- Goal oriented
- Meticulous
- Organized
- Problem solver



Note:

- Interested applicants are to submit their application directly through the [U of T Career site via the job posting](#)
- Candidates are encouraged to prepare and submit a cover letter to accompany their application.

Closing Date: 11/04/2024, 11:59PM ET

Employee Group: USW

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone:

USW Pay Band 12 -- \$79,874. with an annual step progression to a maximum of \$102,147.

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

Job Category: Registrarial Services

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.