



CATHOLIC PACIFIC COLLEGE

AT TRINITY WESTERN UNIVERSITY

ADMISSIONS COUNSELLOR/RECRUITER

// ENROLMENT MANAGEMENT

Position Purpose and Summary

Achieve Undergraduate Admissions enrolment goals by actively recruiting, counselling and enrolling students. This is done through scheduled regional travel; providing information, counselling and service to prospective students and their families; responsible for managing a region and meeting assigned numerical enrolment goals.

Key Areas of Accountability

- Manage assigned recruitment area established by CPC's Recruitment Director and the TWU Regional Admissions Coordinator and achieving goals for inquiring, applied, admitted and enrolled students.
- Achieve inquiry goals through regional travel, specifically visits to high schools, parishes, deaneries, college fairs, and conferences. Establish and maintain relationships with key schools, parishes, and relevant organizations in the region.
- Actively recruit students through consistent follow-up throughout the application process, specifically through email, phone calls, campus visits and personal visits. Develop rapport with prospective students and parents by providing prompt and professional service.
- Assist students as they prepare to attend CPC/TWU, through course registration, and deposit and tuition payment.
- Maintain up-to-date knowledge on relevant areas of campus, including academic programs, athletic achievements, financial aid, student life programs, university housing, special events and other areas. Act as a liaison with a specific academic or university department.
- Assist with campus visits, including organized group visits, individual appointments and campus tours.
- Manage to completion assigned events and projects, communicating effectively and collegially to achieve objectives.
- Maintain flexibility in office hours, travel responsibilities and regional coverage during specific recruitment periods.
- Actively pursue new initiatives and strategies in the recruitment region and admissions process in order to grow enrolment and improve effectiveness.
- Act in a manner that exemplifies Jesus Christ in all on and off campus contacts. Display leadership in the promotion of the university to the wider community and constituencies of their recruitment region.

The Person

Skills and Abilities

- Superior interpersonal skills with a proven ability to communicate effectively with a wide variety of personalities and in a wide variety of settings.
- Flexibility in personal schedule to involve extended periods of travel, independent work and varied office hours.
- Skill in time management and utilizing work time to its maximum effectiveness.
- Proactive goal setter and achiever.
- M/S Office Suite skills in word processing, spreadsheets and database.
- Skill in following a recruiting plan for an assigned region.
- Excel in a fast paced, high pressure and team-oriented work environment.
- Work collaboratively with colleagues (including student workers) in enrolment management, academics, student life, and across campus.
- Talk intelligently about all aspects of both CPC & TWU to prospective students and parents.
- Adapt presentation content and style according to audience.
- Manage his/her recruitment area *in a results driven manner*.
- Adept in data collection, analysis and reporting for assigned area.
- Contribute ideas to and receive feedback from first CPC's Director of External Relations & Student Life, and then TWU's Director of Undergraduate Admissions and the VP of Enrolment Management for overall productivity of the admissions team.

Personal

Driven and inspired by the idea of positively impacting the various marketplaces of life through the development of godly Christian leaders by serving the CPC & TWU community.

Warm-hearted, dedicated, committed, faithful and mature Catholic Christian with a keen desire to serve in family, parish, work and community. A firm commitment to CPC's mission and to Catholic morality and theological teaching, as well as TWU's mission and values. Strength of character and reputation, a pleasant personality with a positive and friendly attitude in the midst of a very busy and challenging atmosphere.

Servant-Leader Way of Life: Act in a manner that exemplifies Jesus Christ in all on and off campus contacts thereby living out the servant leadership mission of the university and contributing effectively towards achieving the institutional and Kingdom goals of the organization.

Key Internal Interactions

Reports: N/A

Reports to: First, CPC's Director of External Relations & Student Life, and second, to the Director of Undergraduate Admissions (North America)

Standards & Requirements

Education: BA required. Driver's license, required.

Experience: 1-2 years work experience in an Admissions environment preferred.

Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

Updated: February 2022

Salary Classification: 6

Agreed to by: VP of Enrolment Management and E.D. of Human Resources

Catholic Pacific College and Trinity Western University encourages applications from all eligible candidates who are able to commit to CPC's mission and to Catholic morality and theological teaching, as well as TWU's mission and values. We do not discriminate, contrary to law, on the basis of any applicable prohibited ground of discrimination. We particularly invite applications from women, persons with disabilities, visible minorities, and indigenous people. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Trinity Western University is located on the traditional and ancestral territory of the Sto:lo people.