



Student Recruitment & Advising Officer, St. Mark's & Corpus Christi College

"The Community of St. Mark's, which includes St. Mark's College, Corpus Christi College, and St. Mark's Parish, is the Catholic centre at UBC. St. Mark's College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student's potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC."

Overview:

The mandate of the Office of the Registrar, St. Mark's College/ Corpus Christi College is to manage and provide operation oversight in five key areas: student recruitment and admissions, academic advising, enrollment and records, academic resources and support, institutional analysis, and academic administration on Collaboration with the Deans.

The Student Recruitment & Advising Officer (SRO) is responsible for

- Promotion of the Colleges and recruitment of prospective students
- Responding to queries and directing students to relevant administrative personnel
- Enhance and ensure sustainability with continuous growth in student recruitment
- Provide Academic Advising to students, primarily those who are entering Corpus Christi / St. Mark's College for the first time

Functional Reporting Relationships:

The SRO reports to the Director, Recruitment and Advising.

Primary working relationships are with Academic Advising, Enrolment Services, Communications & Online Services and Campus Life & Ministry.

Expectations and Responsibilities:

A. Recruitment

- Recruit domestic and international students through formal / informal presentations to prospective students and their parents, as well as to the greater community (including schools, counsellors and others):
 - Presentations may be conducted in both classroom and large format settings including: secondary school information sessions; post-secondary information fairs and exhibits; parish mass announcements; Roman Catholic Archdiocesan events; recruitment booths at College events such as the Annual Fundraising Breakfast, Voices of Hope, Convocation
- Advise prospective students (and families) in person, group, phone, internet-based voice/video chat, email, etc. and maintain follow-up communications, including drop in students and parents for information, advising, and tours
- Respond to inquiries from students, parents, and the public regarding admissions and application processes
- Generate reports following visits and events that contain pertinent information for follow-up

B. Promotion of the Colleges

- Attend relevant events in Vancouver to promote St. Mark's College and Corpus Christi College
- Coordinate and host the annual Open House, Preview Nights and/or Days (3 per term)
- Organize and manage the annual Student Orientation, Advising, and Registration (SOAR) event
- Understand and update the College's student registration and information system with prospective student information
- Advise on marketing collateral development
- Plan and execute effective promotional campaigns (via mail-outs, email, social media, website, etc.)
 - Sourcing and purchasing appropriate promotional give-away items

C. Academic Advising

- Individual advising
 - Provide one-on-one advising with students to ensure they have a course plan and are properly prepared and supported on their academic journey
 - Primary focus for this role are those new students who are entering Corpus Christi / St. Mark's College for the first time, but also opportunity to provide advising to other student segments
- Participation in campus events such as Orientation, Introductory Group Advising Sessions, SOAR and Voice of Hope

Qualifications:

- Undergraduate degree or equivalent experience and education
- Preferred 2 years previous experience at a post-secondary institution
- Excellent written and verbal communication skills
- Excellent presentation and public speaking skills
- Excellent interpersonal skills including the ability to work individually and collaboratively
- Knowledge of and experience with the British Columbia transfer and admissions process
- Must have a valid British Columbia Driver's License and ability and willingness to travel (primarily within Metro Vancouver during weekdays and periodic evenings)
- A positive, can-do attitude
- Demonstrate attention to details
- Maintain a high level of initiative, judgement, and discretion
- Ensure that absolute confidentiality is maintained in all matters
- Exceptional time management and organizational skills; ability to multi-task
- Commit to provide excellent service to all constituent groups (prospective students, parents, counsellors etc.)
- Must be proficient with Microsoft Office. Experience with the Adobe Creative Suite is an asset
- Commitment to forwarding the missions and visions of St. Mark's College and Corpus Christi College

Closing Date:

Posting will be open until filled

Preferred Job Start Date:

October 15, 2018

Apply with resume and cover letter to hr@corpuschristi.ca