



ST. MARK'S COLLEGE  
CORPUS CHRISTI COLLEGE

## **Student Recruitment Officer: Corpus Christi – St. Mark's**

*The Community of St. Mark's, which includes Corpus Christi and St. Mark's Colleges and St. Mark's Parish, is the Catholic centre at UBC.*

*Corpus Christi College provides students with the best 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.*

*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.*

### **OVERVIEW**

Student Recruitment is an integral part of the Marketing & Communications Office, and the team of student recruiters report to the Director of Marketing and Communications. Primary working relationships include Communications, International Recruitment, Academic Admissions, Advising, and Campus Life and Ministry. *The Student Recruitment Officer (SRO):*

- Promotes the Colleges to actively recruit prospective students in British Columbia
- Responds personally to student inquiries and follows up with prospective students
- Participates in the planning and execution of all recruitment activities

### **RESPONSIBILITIES**

**The responsibilities of a SRO include but are not limited to the following:**

- Recruit domestic students through formal and informal presentations to prospective students and their parents, as well as to the greater community (including schools, counsellors and others) based on the Annual Student Recruitment Activities Plan.
- Attend all relevant recruitment events, based on the Activities Plan.
- Make presentations 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.
- Connect with prospective students (and families) in person, in groups, or by phone, internet-based voice/video chat, email, etc. and maintains follow-up communications.
- Host drop-in visits from students and parents for information and campus tours
- Respond to inquiries from students, parents, and the public regarding basic program, admissions and application processes.
- Generate reports following visits and events that contain pertinent information for follow-up
- Participate in planning and execution of a variety of events included in the Activity Plan.
  - [eg. Preview Nights, Information Sessions for Counsellor and other constituents.]
- Provide input on and assist with marketing collateral development.
- Participate in the planning and execution of effective promotional campaigns.

## **SKILLS AND 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
- Valid British Columbia Driver's license and ability and willingness to travel (primarily within Metro Vancouver during weekdays and periodic evenings)
- Positive, can-do attitude
- Strong attention to details
- Maintain a high level of initiative, judgement, and discretion
- Exceptional time management and organizational skills; ability to multi-task
- Proficient with Microsoft Word, Excel and other communication tools
- Commitment to forwarding the missions and visions of St. Mark's College and Corpus Christi College

**Closing Date:** posted until filled

**Preferred Job Start Date:** July 15, 2019

Please email [hr@corpuschristi.ca](mailto:hr@corpuschristi.ca) with your resume and cover letter