Student Recruitment Officer, St. Mark’s College and Corpus Christi College

Overview

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

Student Recruitment is an integral part of the Colleges. The SRO will report to Manager, Student Recruitment. Primary working relationship include Communications, International Recruitment, Academic Admissions, and Advising.

Expectations and Responsibilities

The responsibilities of a SRO includes but not limited to the following:

- Recruit domestic & international 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 (in person and on zoom) 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 in a relevant field or equivalent experience and education is considered
- Preferred 2 years previous experience at a post-secondary institution in a similar role
- 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:** May 1, 2021

Please email hr@corpuschristi.ca with you resume and cover letter. Incomplete applications will not be considered.

**About St. Mark’s and Corpus Christi Colleges**

The Community of St. Mark’s at the University of British Columbia is comprised of St. Mark’s College, St. Mark’s Parish and Corpus Christi College. Together we provide a centre of excellence for higher education in British Columbia.

Corpus Christi College offers the best start for undergraduate students embarking on their university experience, fortified by an education offering the richness of Liberal Arts. St. Mark’s College offers graduate-level academic and professional programs, including degrees and certificates for teachers, administrators, ministerial leaders, social service workers and other professions.

Corpus Christi College and St. Mark’s College at UBC are open to individuals of all backgrounds and traditions, and we are committed to meeting students “where they are” on their life journeys. We play a crucial role by offering small classes, accessible faculty and a community environment focussed on forming graduates who are prepared to take on the intellectual, professional, and social challenges of our times. You can be part of helping us accomplish this mission.