



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## ADMISSIONS COORDINATOR

<b>Job ID</b>	<b>61870-2072</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=61870-2072">https://careers.indigenous.link/viewjob?jobname=61870-2072</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-04-26	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Ranked as one of the world's Top 100 universities, McMaster University is devoted to the cultivation of human potential, realized through our innovative educational programs, cutting-edge research, and the diverse students, faculty, staff and alumni who make up the McMaster family. Dedicated to creating a Brighter World, we recognize that our people are our most valuable resource. Those who join McMaster will find a community of talented individuals who are inspired by the university's commitment to embodying the values of integrity, quality, inclusiveness and teamwork. It is through these talented individuals, their creativity and drive for results that McMaster University has earned its reputation as being Canada's most innovative university. The Faculty of Health Sciences (FHS), the largest Faculty within McMaster, has an unwavering commitment to collaboration, strategic partnerships, accountability, innovation, excellence, integrity and optimism. Our pioneering approaches to education and our reputation for world-class research has consistently placed McMaster among the top 50 universities in the world for health and medicine. The Faculty enjoys close relationships with its academic hospital partners, as well as strong collaborations with researchers in Canada and around the world.

**About the School of Nursing:** One of three professional schools within McMaster's Faculty of Health Sciences, the School of Nursing offers undergraduate and graduate programs. For 75 years, McMaster's School of Nursing has delivered nursing education programs that have produced generations of professional nurses who are critical thinkers and contribute to nursing practice, research, education, policy, and administration. McMaster's School of Nursing offers students three streams of study, 1) a four-year Basic stream at McMaster University and Mohawk College, 2) a 20-month Accelerated stream at McMaster University, 3) a 3-year Post-RPN stream at Mohawk College. We use a centralized consortium admissions model and are seeking individuals with experience in admissions for an Admissions Coordinator role, as an essential part of the School of Nursing Admissions Team, this role will be responsible for the responsibilities outlined below.

**Job Summary:** Responsible for reviewing, evaluating and assessing applicant files. Applies established admissions criteria, including the calculation of grade point averages. Provides information and assistance to prospective students and to others regarding the effective and efficient operation of the admission and registration process. A successful candidate will be required to participate in various recruitment events (in-person or virtual), admissions committee meetings and admissions process information sessions.

**Purpose and Key Functions:**

- Administer program enrolment from application to admission by monitoring and organizing applications, reviewing transcripts, and ranking applicants.
- Review and evaluate applications to ensure academic requirements and pre-requisites have been met.
- Research, review, and analyze admissions criteria from national and international institutions.
- Recommend changes to program admission policies and procedures that will assist the program to effectively and efficiently complete the admissions process
- Inform prospective students and applicants of the application process, procedures, academic and program requirements, program suitability, and potential eligibility for admission.
- Attend and participate in a variety of recruitment events internal and external to the University.
- Provide information, answer questions, and discuss academic interests with applicants.
- Deal with applicants who are not qualified for admission and explain the application process and offer viable alternatives without discouraging the applicant from attending university.
- Provide advice to applicants regarding their suitability related to program selection.
- Ensure accuracy and uniformity of materials sent to applicants throughout the admission and registration cycle by monitoring information including email communications and comprehensive packages that are sent out during the acknowledgment, offer, and confirmation stages of the admission and registration process.
- Review documents for forged transcripts and falsified reference letters and maintain a list of fraudulent applications.
- Document fraudulent applications, prepare and maintain a log of activity leading to charges of academic dishonesty.
- Develop and deliver general information sessions and recruitment presentations at various events and fairs.
- Plan and coordinate large scale admissions applicant correspondence and the review and assessment of applicant files.
- Ensure appropriate data is provided to departments to issue online offer and refusal letters to applicants, including conditions of admission.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Use a dictaphone to transcribe a variety of documents and reports including minutes.
- Exchange information with internal and external admissions staff to discuss and share information on various procedures, policies, and issues that are being addressed at other institutions.
- Utilize and modify existing database queries to determine if files are complete and ready for review.
- Assist applicants with the completion of electronic and hard copy application forms.
- Update, verify, process, and input new student and applicant information.
- Serve as an effective liaison between departments, educational institutions, alumni, and external contacts.
- Update and maintain content on the department website.
- Process all new applications and update applicant data and grades in systems.
- Calculate applicant admission averages and final averages on foreign transcripts for scholarship and admission purposes.
- Set up and maintain filing systems both electronic and hard copy.
- Analyze and resolve problems related to student applications and data.

- Answer or redirect general inquiries by telephone and via email, and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Provide information and clarification regarding admission rules and regulations.
- Remain current with changes to admission requirements and program prerequisites.
- Monitor supplies inventory.
- Maintain and safeguard student application information.

#### Qualifications

- A 2-year Community College diploma in Office Administration or related field of study.
- Requires 3 years of relevant experience.

#### Assets

- Admissions administrative experience
- Experience working with multiple stakeholders and/or educational organizations
- Experience with Mosaic, specifically SLATE
- Admissions experience within Health Professional program

#### Additional Information

The successful candidate will possess:

- Extensive knowledge of admissions policies and best practices
- Ability to calculate grade point averages (GPA)
- Experience and aptitude using MS Office Suite (Word, Excel, PowerPoint)
- Experience with applicant portfolio assessment, including virtual transcripts and other documents
- Superior communication skills including a demonstrated ability to articulate and communicate guidelines or policies to others clearly and accurately.
- Excellent problem-solving skills

Note: The hybrid working arrangement for this role will be four days on-site and one day remote. Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity

For more information, visit McMaster University for ADMISSIONS COORDINATOR