



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/26

Coor. Bureau Du Recrutement / Recruitment Office Coordinator

Job ID 1D-E4-E9-26-48-40

Web Address

<https://careers.indigenous.link/viewjob?jobname=1D-E4-E9-26-48-40>

Company Universite Bishop's / Bishop's University

Location Sherbrooke, Quebec

Date Posted From: 2022-09-22 To: 2022-10-16

Job Type: Full-time Category: Education

Job Start Date Des que possible / ASAP

Job Salary De / From 24.78\$ A / To 32.32\$ De L'heure / Per Hour (poste Syndique / Unionized Position))

Languages -Excellente Habilete De Communication En Francais Et En Anglais / Fluent In French & English

Description

Les enonces suivants sont destines a decrire la nature et le niveau de travail general. Ils ne representent pas une liste exhaustive de toutes les responsabilites, taches et aptitudes requises. L'Universite Bishop's recherche un Coordonnateur - Bureau du Recrutement pour un poste regulier a temps plein. Se rapportant au Gestionnaire du Recrutement Etudiant et de la Retention des Etudiants, le titulaire coordonnera nos activites de recrutement hors campus, supervisera nos activites de recrutement sur le campus (y compris les journees portes ouvertes et la collation des grades) et dirigera le programme de tournee du campus. Les responsabilites pour les evenements hors campus incluent, mais ne sont pas limitees a: la reservation d'evenements, la preparation et l'expedition du materiel, et la coordination du calendrier de l'equipe de recrutement. Les responsabilites sur le campus comprennent la planification des reunions demandees et des visites de classe pour les futurs etudiants, la gestion des communications avec les etudiants et les familles, la coordination avec les services du campus (Residence, Securite, Sodexo, B & G) et le personnel (faculte, administratif, sportif et associations etudiantes), pour veiller a ce que tous les visiteurs aient la visite la plus memorable et percutante possible de notre campus.

Le titulaire devra aussi recruter pour l'Universite, visiter des ecoles secondaires et des cegeps et se presenter a de differents salons de l'education tel que requis, pour l'ensemble des regions selectionnees du Canada, avec possibilite de recrutement a l'exterieur du pays. Le titulaire du poste devra egalement participer a la coordination des activites de recrutement et soutenir les operations quotidiennes du Bureau de recrutement.

Ce poste a une semaine de travail de 32,5 heures du lundi au vendredi et comprend des heures de travail et des fins de semaine irregulieres.

Nature des taches

- Coordonner les reservations de visites d'ecoles independantes, de foires, de tournées de recrutement, de lieux pour les receptions d'etudiants hors campus, et fournir une contribution

strategique pour l'horaire global de l'equipe de recrutement et d'admission;

- Recruter et coordonner l'equipe d'ambassadeurs etudiants, y compris planifier des visites guidees, organiser des sessions de formation et les informer des nouvelles informations de recrutement;
- Coordonner les operations administratives du Bureau du recrutement, y compris les rapports, la budgetisation, la reponse aux courriels, au telephone et aux demandes de renseignements en personne; trier et repondre au courrier; gerer l'inventaire; commander et expedier des fournitures; organiser des visites scolaires sur et hors campus; preparer les dossiers touristiques; faire la saisie de donnees et autres taches administratives et clericales;
- Fournir des informations generales sur les programmes et les politiques de l'Universite ainsi que sur les procedures d'admission et d'inscription;
- Participer au developpement et la mise en oeuvre des campagnes de communication de recrutement d'etudiants promouvant les programmes academiques et services de l'Universite Bishop's;
- Repondre aux requetes, correspondre avec les etudiants potentiels, ecoles secondaires et CEGEPS, candidats, conseillers et membres de la communaut  Bishop's et recueillir les informations liees aux programmes academiques et non-academiques de l'Universite;
- Fournir un soutien pour les activites de rendement telles que le telephone-a-thon, receptions, portes ouvertes et la production des bulletins electroniques;
- En collaboration avec les agents de recrutement et d'admission et le soutien des etudiants ambassadeurs, assurer le suivi rapide et efficace des etudiants eventuels, et faire en sorte que les Ecoles Secondaires, Cegeps et Colleges recoivent les plus recentes mise-a-jour d'informations en recrutement et admissions;
- Soutenir et coordonner les fonctions des communications a l'Universite, en mettant l'emphase sur les Sites web, medias sociaux et autres divers moyens de communication;
- Effectuer du recrutement hors campus pour l'Universite, visiter des Ecoles Secondaires, Cegeps et se presenter a de differents Salons de l'education tel que requis, pour l'ensemble des regions selectionnees du Canada, avec possibilite de recrutement a l'exterieur du pays.
- Demontrer de la creativite et de la competence dans l'utilisation des medias sociaux. Apporter de nouvelles idees pour les initiatives de recrutement, y compris les publications Web, courrielle, video et de recrutement
- Effectuer toutes autres taches connexes au besoin.

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Recruitment Office Coordinator for a regular full-time position in the Recruitment Office. Reporting to the Manager of Student Recruitment & Retention, the incumbent will coordinate and oversee our off-campus, on-campus and virtual recruitment events, (including Open House) and run the campus tour program. Responsibilities for off-campus events include, but are not limited to, booking off-campus events, preparing and shipping materials, and coordinating the recruitment team schedule. On-campus responsibilities include scheduling requested meetings and class visits for prospective students, handling all communication with visiting students and families, coordinating with campus services (residence, security, Sodexo, B&G) and people (faculty, staff, coaches & student groups) to ensure that all visiting guests have the most memorable and impactful visit to the campus possible. The incumbent will also conduct off-campus and virtual

recruiting for the University, visiting high schools, colleges, and attending educational fairs as required throughout selected regions of Canada, with a potential to recruit internationally as well. The incumbent will support the day-to-day operation of the Recruitment & Retention Office. This position has a work week of 32.5 hours from Monday to Friday and includes irregular work hours and occasional weekends.

Nature of duties and responsibilities

- Coordinate the booking of independent school visits, fairs, recruitment tours, venues for off-campus student receptions, and provides strategic input for the overall schedule for the Recruitment team;
- Recruit, train and coordinate the student ambassador team, including scheduling tours given by them, organizing training sessions and informing them of new recruitment information;
- Coordinate the administrative operations of the Recruitment & Retention Office, including reporting, budgeting, answering email, phone and in-person inquiries; sorting and responding to mail; inventory management; ordering & shipping supplies; organizing on, off and virtual campus school visits; preparing tour folders; data input and other administrative tasks;
- Provide general information concerning University programs and policies as well as admission and registration procedures;
- Participate in the development and delivery of the student recruitment communications campaigns that promotes Bishop's University's academic programs and services to prospective students;
- Respond to inquiries, corresponds with potential students, feeder schools, applicants, alumni, guidance counsellors, and members of the University community, and gathers information on the University's academic and non-academic programs;
- Provide support for yield activities such as phone-a-thons, receptions, open houses, and production of e-newsletters;
- In collaboration with Recruitment and Admissions Officers and with support from student ambassadors when required, ensure that follow-up to prospective students is provided in a rapid and efficient manner, and that high schools, CEGEPs and colleges are given the most current recruitment and admissions information;
- Support and coordinate the communications functions at the University with a specific emphasis on our CRM system, websites, social media, and various other communication mediums;
- Conduct off campus recruiting for the University, visiting high schools, colleges, and attending educational fairs as required throughout selected regions of Canada, with a potential to recruit internationally as well.
- Demonstrate creativity and proficiency in the use of social media communications, bringing fresh ideas for all recruitment initiatives, including web, video, email, and recruitment publications;
- Other tasks as assigned.

Experience

- Minimum 2 années d'expérience pertinentes / Minimum 2 years of relevant experience

Education Requirements

- Baccalaureat / Bachelor's degree

Essential Skills

- Excellentes aptitudes pour les relations publiques et le service à la clientèle avec une capacité à travailler de façon autonome avec peu de supervision;
- Capacité d'Art oratoire dynamique et enthousiaste dans une variété de situations et de contextes;

- Solides competences de presentation, interpersonnelles et de communication;
- Efforts legers et moyens regulierement, et deplacements reguliers;
- Volonte a travailler les fins de semaine et a des heures irregulieres;
- Fort sens de l'initiative et excellente connaissance de Microsoft Office;
- Passeport et permis de conduire valides;
- Diplome de l'Universite Bishop's est un atout.

- Excellent public relations and customer service skills and ability to work independently with little supervision;
- Strong organizational and time management skills
- Dynamic public speaking in a variety of situations and settings
- Strong presentation, interpersonal, and communication skills
- Light and medium exertion, and irregular travel;
- Willingness to work weekends and irregular hours;
- Strong sense of initiative and excellent knowledge of Microsoft Office;
- Valid driver's license and passport;
- Bishop's University graduate preferred.

Other

L'Universite Bishop's applique un programme d'Acces a l'egalite en emploi issu de la Loi sur l'Acces a l'egalite en emplois des organismes publics. L'universite accueille les candidat.e.s qui s'engagent a respecter les valeurs d'equite, de diversite et d'inclusion et qui nous aideront a accroitre notre capacite en matiere de diversite et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement defavorises et marginalises, notamment les peuples autochtones, les membres des minorites visibles et ethniques, les personnes handicapees, les femmes et les personnes LGBTQ2S+.

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

How to Apply

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de presentation, en indiquant pour quel poste vous appliquez d'ici le 16 octobre 2022, 16 :00 a careers@ubishops.ca

Tel que prevu a la Convention Collective, la priorite sera accordee a un.e candidat.e interne qualifie.e. Veuillez noter que seules les personnes retenues pour une entrevue seront contactees, et que des tests de selection peuvent etre administres ; merci pour l'interet manifeste. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapees afin de repondre aux besoins en prevenant et en eliminant les obstacles a l'accessibilite. Si vous necessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca

If interested, please submit your curriculum vitae and cover letter, including what position you are

applying for by October 16, 2022 before 4:00 pm to careers@ubishops.ca.

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca