



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

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Recruitment Office Coordinator / Coordonnateur- Bureau Du Recrutement

Job ID	27-AD-93-CA-BD-79	
Web Address	https://careers.indigenous.link/viewjob?jobname=27-AD-93-CA-BD-79	
Company	Bishop's University	
Location	Sherbrooke, Quebec	
Date Posted	From: 2021-05-28	To: 2021-11-24
Job	Type: Full-time	Category: Office
Job Salary	Class 11 \$24.29 To/À \$31.69 Per Hour/de L'heure (APBU â€“ Unionized	
Position/poste SyndiquÃ©©		
Languages	English And French / Anglais Et FranÃ§ais	

Description

Posting 21-09 (Temporary full time position)

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 temporary 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. This position is a replacement for a leave and will have a maximum duration of 18 months.

Nature of Duties & 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.

AFFICHAGE 21-09 (Poste temporaire Ã temps plein)

Les ÃnoncÃs suivants sont destinÃs Ã dÃcrire la nature et le niveau de travail gÃnÃral. Ils ne reprÃsentent pas une liste exhaustive de toutes les responsabilitÃs, tÃches et aptitudes requises.

L'UniversitÃ Bishop's recherche un Coordonnateur Ã Bureau du Recrutement pour un poste temporaire Ã temps plein. Se rapportant au Gestionnaire du Recrutement Ãtudiant et de la RÃtention des Ãtudiants, le titulaire coordonnera nos activitÃs de recrutement hors campus, supervisera nos activitÃs de recrutement sur le campus (y compris les journÃes portes ouvertes et la collation des grades) et dirigera le programme de tournÃe du campus. Les responsabilitÃs pour les ÃvÃnements hors campus incluent, mais ne sont pas limitÃes Ã : la rÃservation d'ÃvÃnements, la prÃparation et l'expÃdition du matÃriel, et la coordination du calendrier de l'Ãquipe de recrutement. Les responsabilitÃs sur le campus comprennent la planification des rÃunions demandÃes et des visites de classe pour les futurs Ãtudiants, la gestion des communications avec les Ãtudiants et les familles, la coordination avec les services du campus (RÃsidence, SÃcuritÃ, Sodexo, B & G) et le personnel (facultÃ, administratif, sportif et associations Ãtudiantes), pour veiller Ã ce que tous les visiteurs aient la visite la plus mÃmorable et percutante possible de notre campus.

Le titulaire devra aussi recruter pour l'UniversitÃ, visiter des Ãcoles secondaires et des cÃgeps et se prÃsenter Ã de diffÃrents salons de l'Ãducation tel que requis, pour l'ensemble des rÃgions sÃlectionnÃes du Canada, avec possibilitÃ de recrutement Ã l'extÃrieur du pays. Le titulaire du poste devra Ãgalement participer Ã la coordination des activitÃs de recrutement et soutenir les opÃrations 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 irrÃguliÃres. Ce poste remplace un congÃ de maternitÃ et aura une durÃe maximale de 18 mois.

Nature des tÃches:

- Coordonner les rÃservations de visites d'Ãcoles indÃpendantes, de foires, de tournÃes de recrutement, de lieux pour les rÃceptions d'Ãtudiants hors campus, et fournir une contribution stratÃgique pour l'horaire global de l'Ãquipe de recrutement et d'admission;
- Recruter et coordonner l'Ãquipe d'ambassadeurs Ãtudiants, y compris planifier des visites guidÃes, organiser des sessions de formation et les informer des nouvelles informations de recrutement;
- Coordonner les opÃrations administratives du Bureau du recrutement, y compris les rapports, la budgÃtisation, la rÃponse aux courriels, au tÃlÃphone et aux demandes de renseignements en personne; trier et rÃpondre au courrier; gÃrer l'inventaire; commander et expÃdier des fournitures; organiser des visites scolaires sur et hors campus; prÃparer les dossiers touristiques; faire la saisie de donnÃes et autres tÃches administratives et clÃricales;
- Fournir des informations gÃnÃrales sur les programmes et les politiques de l'UniversitÃ ainsi que sur les procÃdures d'admission et d'inscription;
- Participer au dÃveloppement et la mise en Ãuvre des campagnes de communication de recrutement d'Ãtudiants promouvant les programmes acadÃmiques et services de l'UniversitÃ Bishop's;
- RÃpondre aux requÃtes, correspondre avec les Ãtudiants potentiels, Ãcoles secondaires et CEGEPS, candidats, conseillers et membres de la communautÃ Bishop's et recueillir les informations liÃes aux programmes acadÃmiques et non-acadÃmiques de l'UniversitÃ;
- Fournir un soutien pour les activitÃs de rendement telles que le tÃlÃphone-a-thon, rÃceptions, portes ouvertes et la production des bulletins Ãlectroniques;
- En collaboration avec les agents de recrutement et d'admission et le soutien des Ãtudiants ambassadeurs, assurer le suivi rapide et efficace des Ãtudiants Ãventuels, et faire en sorte que les Ãcoles Secondaires, CÃgeps et CollÃges reÃçoivent les plus rÃcentes mise-a-jour d'informations en recrutement et admissions;

- Soutenir et coordonner les fonctions des communications Ã l'UniversitÃ, en mettant l'emphase sur les Sites web, medias sociaux et autres divers moyens de communication;
- Effectuer du recrutement hors campus pour l'UniversitÃ, visiter des Ãcoles Secondaires, CÃgeps et se prÃsenter Ã de diffÃrents Salons de l'Ãducation tel que requis, pour l'ensemble des rÃgions sÃlectionnÃes du Canada, avec possibilitÃ de recrutement Ã l'extÃrieur du pays.
- DÃmontrer de la crÃativitÃ et de la compÃtence dans l'utilisation des mÃdias sociaux. Apporter de nouvelles idÃes pour les initiatives de recrutement, y compris les publications Web, courrielle, vidÃo et de recrutement
- Effectuer toutes autres tÃches connexes au besoin.

Experience

Minimum 2 years of relevant experience / Minimum 2 annÃes d'expÃrience pertinente.

Credentials

- Valid driver's license and passport.

-Passeport et permis de conduire valides.

Education Requirements

Bachelor's Degree/ BaccalaurÃat.

Essential Skills

- 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;
- Strong sense of initiative and excellent knowledge of Microsoft Office;
- Bishop's University graduate preferred.

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- Excellente habiletÃ de communication en franÃais et en anglais
 - Excellentes aptitudes pour les relations publiques et le service Ã la clientÃle avec une capacitÃ Ã travailler de faÃson autonome avec peu de supervision;
 - CapacitÃ d'Art oratoire dynamique et enthousiaste dans une variÃtÃ de situations et de contextes;
 - Solides compÃtences de prÃsentation, interpersonnelles et de communication;
 - Fort sens de l'initiative et excellente connaissance de Microsoft Office.
 - DiplÃmÃ de l'UniversitÃ Bishop's est un atout.

Work Environment

- Light and medium exertion, and irregular travel;
- Willingness to work weekends and irregular hours.

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- Efforts lÃgers et moyens rÃguliÃrement, et dÃplacements rÃguliÃres;
 - VolontÃ Ã travailler les fins de semaine et Ã des heures irrÃguliÃres.

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and 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 with disabilities, women and LGBTQ2+.

L'UniversitÃ Bishop's applique un programme d'AccÃs Ã l'ÃgalitÃ en emploi issu de la Loi sur l'AccÃs Ã l'ÃgalitÃ en emplois des organismes publics et accueille les candidats qui s'engagent Ã respecter les valeurs d'ÃquitÃ, de diversitÃ et d'inclusion et qui nous aideront Ã accroitre notre capacitÃ en matiÃre de diversitÃ et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement dÃfavorisÃs et marginalisÃs, notamment les peuples autochtones, les membres des minoritÃs visibles et ethniques, les personnes handicapÃes, les femmes et les personnes LGBTQ2+.

How to Apply

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

13th 2021 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@bishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez ici le 13 juin 2021, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, priorité sera accordée à un candidat interne qualifié. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous n'avez pas besoin de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@bishops.ca