



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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COMMUNICATIONS COORDINATOR, INTERNATIONAL RECRUITM

Job ID	27576-3974	
Web Address	https://careers.indigenous.link/viewjob?jobname=27576-3974	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-07-12	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

The Office of the Registrar provides a number of services to both prospective and current students and is the primary information source on enrolment, convocation ceremonies and important student dates and events throughout the year. The Office of the Registrar comprises 7 departments: Student Services, Student Financial Aid & Scholarships, Student Recruitment, Undergraduate Admissions, Student Records & Systems, Scheduling & Examinations, and Central RO Administration and has a staff compliment of approximately 70. This dynamic team works together to provide assistance to students from the beginning of their time at McMaster University until they graduate. Our Student Recruitment department is currently looking to hire an enthusiastic communicator that will focus on international recruitment and will use a variety of specialized skills (such as website maintenance, social media marketing, and excellent written communication skills) to promote and support the marketing and communications plan for the Office of the Registrar. Job Summary (JD1124): Responsible for maintaining standards of excellence by providing accurate information and services to various persons, through a variety of communication mediums with a particular focus on electronic media including, but not limited to social media, websites or and online chat. Promote and support the marketing and communications plan for the department. Purpose and Key Functions:

- Communicate with applicants, students, parents, alumni, faculty and staff to explain the policies, procedures and services of the department using a variety of communication mediums.
- Respond independently to inquiries that are specific in nature and require a broad knowledge of established policies and procedures.
- Create and design a variety of documents such as marketing and communication pieces, website content, promotional ads, correspondence, procedure manuals, reports and minutes.
- Proactively update communication mediums in a timely manner.
- Troubleshoot with students on a number of web-based application systems including on-line registration and application systems.
- Present at a variety of recruitment events internal and external to the University.
- Collaborate with staff to plan, coordinate, and implement various communication projects
- Write correspondence and respond to email inquiries, questions, and problems posed by students, applicants, alumni, and the general public.
- Manage multiple student inquiries simultaneously through a demonstrated proficiency in on-line chat
- Update and maintain information on websites and social networks.
- Monitor website analytics and collect, verify, and input data into a variety of spreadsheets and databases.
- Participate in regular staff meetings and provide specialized communication information.
- Regularly maintain and update records and databases.
- Remain current with frequent changes to software and multi-media mediums.

Supervision: Ensure adherence to quality standards and procedures for short-term staff and volunteers. Provide orientation and shows procedures to others.

Assets:

- Understand the diversity within our target audience of international applicants.
- Well versed in a variety of digital communication platforms (online chat tools, social media apps, e-cards, and websites).

- Understand the strengths of various communication options and effectively channel messages through the best medium. Due to the nature of the work, there may be some flexibility in working hours and/or location. Possess a general knowledge base about a variety of programs and services including, undergraduate programs, admissions processes, registration procedures/policies, financial aid and scholarship programs the navigation of the University computer system and others as applicable.
- Be knowledgeable on a variety of policies and procedures regarding the completion of applications, verifying eligibility, checking status and requesting documentation.
- Provide excellent student service, using a broad knowledge base to answer a variety of questions.

For more information, visit McMaster University for COMMUNICATIONS COORDINATOR, INTERNATIONAL RECRUITM