



# 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.Link's 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.

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# Job Board Posting



Careers.Indigenous.Link

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## ADMISSIONS COORDINATOR

<b>Job ID</b>	<b>39512-3790</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=39512-3790">https://careers.indigenous.link/viewjob?jobname=39512-3790</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-07-13	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

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 in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. 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. The McMaster Mohawk Conestoga BScN Nursing Education Consortium is very successful and provides undergraduate nursing. McMaster's School of Nursing offers students three streams of study, 1) a four-year Basic stream at all three sites, 2) a 20-month Accelerated stream (McMaster University site only), 3) a 3-year Post-RPN stream at Mohawk College and Conestoga College sites. About the Position: The School of Nursing is moving to a centralized consortium admissions model and seeks an individual with experience in admissions for an Admissions Coordinator role. As part of the School of Nursing Admissions Team, this role will be responsible for reviewing, evaluating, and assessing applicant files for the school. This role also applies established admissions criteria, including calculating grade point averages, to select students from a diverse pool of applicants. This role provides information and assistance to prospective students and to others regarding operation of the admission and application process. This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the School of Nursing resumes its regular operations. Key Functions: Administer program enrolment from application to admission by monitoring and organizing applications, reviewing transcripts, and ranking applicants within the applicable systems. Plan and coordinate large scale admissions applicant correspondence and the review and assessment of applicants. Review and evaluate applications to ensure academic requirements and pre-requisites have been met. Assess transcripts for appropriateness of pre-requisite courses and calculates admission GPA. Recommend changes to program admission policies and procedures that will assist the program to efficiently complete the admissions process. Inform prospective students and applicants of the application process, procedures, academic and program requirements, and potential eligibility for admission. 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.

Develop and deliver general information sessions and recruitment presentations at various online/ in person events and fairs internal and external to the University. Ensure accuracy and uniformity of materials sent to applicants throughout the admission cycle by monitoring information including email communications and comprehensive packages. Review documents for forged transcripts and falsified letters and maintain a list of fraudulent applications. Document fraudulent applications, prepare and maintain a log of activity leading to charges of academic dishonesty. Ensure appropriate data is provided 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. 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. Update and maintain content on the department website.

Set up and maintain filing systems both electronic and hard copy. Analyze and resolve problems related to student applications and data. Remain current with changes to admission requirements and program prerequisites. Maintain and safeguard student application information.

Qualifications: 2-year Community College diploma in Office Administration or related field of study.

- Requires 3 years of relevant experience

- Relevant experience includes: Admissions administrative experience, experience working with multiple stakeholders and/or educational organizations, and experience with applicant portfolio assessment, including virtual transcripts and other documents.

#### Assets:

- Experience with Mosaic Admissions functionality

Additional Information: The successful candidate will demonstrate:

- Extensive knowledge of admissions policies and best practices

- Ability to calculate grade point averages

- Experience and aptitude using MS Office Suite (Word, Excel, Powerpoint)

- Superior communication skills. Including a demonstrated ability to articulate and communicate guidelines or policies to others clearly and accurately.

- Excellent problem-solving skills

For more information, visit McMaster University for ADMISSIONS COORDINATOR