



# 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 TEAM LEAD

<b>Job ID</b>	<b>61886-2257</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=61886-2257">https://careers.indigenous.link/viewjob?jobname=61886-2257</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. The School of Nursing has moved to centralized consortium admissions model and is seeking an individual with experience in undergraduate admissions and recruitment. To be successful in this position, the incumbent must be able to oversee established operational and administrative processes within the undergraduate admissions programs. This is a key role that supports all activities associated with attracting the best candidates to the School of Nursing undergraduate nursing programs. The Admissions Team Lead will oversee the entire admissions and recruitment cycle, lead program strategy and collaborate with team members to ensure quality outcomes and a commitment to the future of nursing in healthcare, provincially and nationally; manage recruitment events that support admissions criteria and targets; build strong relationships with internal and external stakeholders. The Admissions Team Lead is accountable to and will work closely with the Program Manager, Admissions Committee and Faculty Leadership.

**Job Summary:** The Team Lead is the first point of contact in supporting the Admissions Team in day-to-day

operations. They are responsible for ensuring McMaster's admission requirements for domestic and international applicants are correct and current in support of meeting enrolment targets. They will conduct in-depth research on ever evolving curriculum changes to ensure McMaster attracts and admits highly qualified applicants. A specialist in domestic and international curriculum, they will ensure information used for recruitment and admissions assessment is current and accurate across all undergraduate programs and will ensure digital and print communications reflect accurate requirements. Purpose and Key Functions:

- Coordinate the day-to-day operations to effectively deliver service to all community and student populations.
- Schedule and assign work to staff based on priorities and changing requirements
- Collaborate with management to research, implement, track, and evaluate procedures and processes.
- Identify improvements to current processes leading to efficiencies.
- Develop and deliver training sessions to develop staff and ensure accuracy.
- Develop, update and maintain training materials
- Review and resolve complex cases, such as those requiring policy interpretation or those of a sensitive nature.
- Cultivate and maintain relationships with internal and external stakeholders. For example, build on existing relationships with campus stakeholders to support equity deserving applicants.
- Conduct fit/gap analyses of international curriculum and make recommendations on admission requirements.
- Consult with faculty members and staff from all academic units on matters related to course assessments.
- Conduct analyses of international post-secondary institutions to ensure appropriate accreditation requirements have been met.
- Annually review and amend the admissions documentation to reflect current admission requirements.
- Act as the subject matter specialist on domestic and international curriculum.
- Review and evaluate applications to ensure academic requirements and pre-requisites have been met and make independent admission decisions.
- Responsible for Admissions assessment.
- Provide support and guidance to staff.
- Deal sensitively, responsibly, and calmly with applicants awaiting admission decision information.
- Provide guidance and information to applicants regarding appropriate procedures and policies related to the admission review.
- Refer students to appropriate resources, information, and services across the University.
- Scrutinize documents, such as University Calendars, and web-sites for relevant information.
- Update and maintain a variety of records, files and related information.
- Update, maintain, and verify database and website information.
- Remain current with national and international secondary school curriculum.
- Provide support and supervision to staff responsible for the assignment of transfer credit.
- Represent McMaster University at appropriate meetings, events, and/or in discussions related to admission.
- Plan, coordinate and participate in information sessions and meetings. For example the annual

Faculty meetings for Admission Officers to debrief on past cycles and prepare for the future admissions cycle

Supervision:

- Provides lead hand supervision and is responsible for the quality and quantity of work of others.
- Provides orientation and shows procedures to others.

Requirements:

- Bachelor's Degree in a related field of study.
- Requires 4 years of relevant experience.

Assets:

- Database expertise including use of complex formulas in Excel and the ability to identify errors.
- Experience working within a Health Professional Program.
- Extensive knowledge of admission policies and processes in a university setting, including MOSAIC Admissions functionality with an understanding of SLATE.
- Experience working alongside and supporting Admissions Committee.

Additional Information: The successful candidate will possess:

- Strong experience in meeting multiple high priority deadlines in a busy environment.
- Previous experience working in an environment with a student-centric focus.
- Strong attention to detail.
- Knowledge of evaluation and statistical analysis.
- Superior interpersonal and communication skills, self-directed abilities, strengths in multitasking and functioning independently.
- Excellent problem solving and judgement skills.
- Proven ability to articulate and communicate guidelines or policies to others, clearly and accurately.
- Demonstrated ability to perform individually and as part of a team.
- Experience building and maintaining working relationships with multiple key stakeholders.

This position may require you to travel and to work outside of your regular work schedule, including evenings and weekends to meet operational needs.

For more information, visit McMaster University for ADMISSIONS TEAM LEAD