



# 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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## Admissions Counsellor

|                    |   |                     |
|--------------------|---|---------------------|
| <b>Job ID</b>      | <b>72-49-4A-26-D9-73</b>  |                     |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=72-49-4A-26-D9-73">https://careers.indigenous.link/viewjob?jobname=72-49-4A-26-D9-73</a> |                     |
| <b>Company</b>     | Booth University College  |                     |
| <b>Location</b>    | Winnipeg, Manitoba  |                     |
| <b>Date Posted</b> | From: 2024-01-16  | To: 2024-07-14      |
| <b>Job</b>         | Type: Full-time   | Category: Education |
| <b>Languages</b>   | English   |                     |

### Description

Booth University College has an opportunity for an Admissions Counsellor who is an engaging, self-motivated team member with a solid understanding of the post-secondary admissions process. You are identifying future students as they make key decisions on their educational goals, and assisting them from first contact through to enrollment, while meeting targets and promoting the advantages of Booth University College. You are creative, energetic and value Christian higher education. This position reports to the Director of Advancement and is a key member of the Admissions team.

#### Key responsibilities

- Plan and execute recruitment plans for assigned area and/or target population, developing a strategy by creatively utilizing market research, marketing techniques, and knowledge of current best practices in post-secondary enrollment; work collaboratively as part of Admissions team to achieve the institution's enrollment goals
- Develop and update a database of and engage with teachers, administrators, and other key influencers/contact people; engage with these people to increase awareness of Booth UC, identify potential applicants, and book workshops, information sessions, and other recruitment events
- Develop extensive knowledge of Booth University College academic programs and policies, admissions requirements, campus activities, scholarships, etc.
- Develop a solid understanding of the role of Booth University College within The Salvation Army
- Promote and raise the profile of Booth University College through a variety of activities such as public speaking, career symposiums, campus events, campus visits, recruitment events and meeting with students
- Travel to recruitment events as required
- Collaborate with faculty, staff, and program coordinators to organize presentations, information sessions and recruitment related activities
- Utilize a thorough understanding of The Salvation Army (TSA) to engage with Ministry Units (Corps) as well as Divisional and Territorial staff to actively promote Booth University College with TSA across Canada and the USA.
- Advise and support Salvationist students on the application process, tuition, scholarships, residence options, etc.
- Continually qualify the applicant pool
- Monitor receipt of applications and support the prospective students throughout the admission process by maintaining contact, answering their queries, helping them complete required documents, and ensuring file completion
- Review files for acceptance and present admission recommendations to Director of Advancement
- Effectively utilize the CRM (Customer Relationship Management) and Populi SIS (Student Information System) software to execute job responsibilities

### Experience

- Several years progressive work experience with experience in sales, marketing and/or student recruitment preferred

### Credentials

A valid driver's license and willing to travel

### Education Requirements

Post-secondary degree

### Essential Skills

- Excellent communication and relation-building skills; with effective public speaking skills
- Demonstrated ability to stay positively focused on attaining targets
- Capability to effectively utilize a complex data base system
- Ability to work on registration deadlines, while meeting college-wide enrollment goals
- Proficiency to utilize customer service strategies to recruit students to Booth UC's programs
- Highly organized with excellent follow-up and creative problem-solving skills

**Work Environment**

Willing to work flexible hours including some evenings

**How to Apply**

Applications may be submitted in confidence to Human Resources; Booth University College by email:

BoothUC.Careers@BoothUC.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Applications will be reviewed as received until the position is filled.

Accommodations are available upon request throughout the recruitment process.