



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.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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Indigenous Recruitment Representative

| | | |
|--------------------|---|---------------------------|
| Job ID | 81-2C-58-5C-29-52 | |
| Web Address | https://careers.indigenous.link/viewjob?jobname=81-2C-58-5C-29-52 | |
| Company | Queens University | |
| Location | Kingston, Ontario | |
| Date Posted | From: 2019-03-13 | To: 2019-04-12 |
| Job | Type: Full-time | Category: Human Resources |
| Languages | English | |

Description

JOB SUMMARY:

Reporting to the Director, Domestic Undergraduate Enrolment, and receiving day-to-day direction from a Senior Admission Coordinator, the Recruitment Representative is responsible for marketing the undergraduate programs at Queen's University to prospective students and other stakeholders, and motivating prospective Indigenous students to apply for admission. More specifically, this will involve delivering presentations about Queen's University to varied audiences and advising on matters such as admission qualifications, program details, university life, student resources and support, and financial assistance.

This position requires the incumbent to regularly travel and work evenings and weekends and is subject to the Averaging and Travel Time Credit provisions of the USW Local 2010 Collective Agreement.

KEY RESPONSIBILITIES:

- Prepare and deliver a targeted presentation consistent with Queen's University and Undergraduate Admission & Recruitment communication strategy. Recognizes diversity of abilities and adapts content, tone, medium and style to audience to be inclusive.
- Assist in the research and development of plans for marketing undergraduate programs to potential Indigenous students in collaboration with Four Directions Aboriginal Student Centre.
- Identify target market(s) for assigned region(s) or functions based on meeting strategic enrolment objectives and within the context of the overall undergraduate admission strategy.
- Develop specific marketing strategies and tactics that will ultimately persuade students to apply for admission to Queen's University.
- Participate in secondary school recruitment activities and represent Queen's University at special events, on and off campus as well as virtual outreach.
- Maintain and monitor social media tools to aid prospective student recruitment.
- Provide application counselling, specifically information about the Indigenous Admission Policy to prospective students, parents, guidance counsellors and other stakeholders.
- Actively report back to manager regarding trends in the prospective student market.
- Assist with the scheduling of recruitment visits.
- Assist with the scheduling of training activities and the preparation of training materials.
- Other duties as required in support of the department.

REQUIRED QUALIFICATIONS:

- A university undergraduate degree (recent Queen's University graduate preferred) combined with previous relevant experience.
- Must have Indigenous ancestry and demonstrated connection with an Indigenous community and other Indigenous networks.
- Ability to speak a local Indigenous language would be considered an asset.
- Familiarity with university life and activities and knowledge of university policies and priorities and knowledge of university policies and priorities.
- Experience delivering presentations to audiences of varying sizes.
- Valid Province of Ontario Class G driver's license required (note: G1 and G2 are not acceptable).
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required.

SPECIAL SKILLS:

- Excellent presentation skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal and diplomacy skills as well as strong intercultural awareness
- Demonstrated ability in public speaking.
- Ability to effectively market the benefits of a Queen's University education.
- Excellent time management, attention to detail and organizational skills.
- Ability to work effectively without supervision and under pressure during extended periods away from Kingston.
- Experience working with software applications such as Microsoft Office, Adobe Connect, Drupal and PeopleSoft or equivalents.
- Comfortable driving in busy urban areas.
- Ability to relate to Indigenous secondary school students and prospective applicants.

DECISION MAKING:

- Prioritize work and time and decide most important tasks among several to meet deadlines.
- Decide when to refer issues to management.
- Investigates and recommends new initiatives to increase enrollment of Indigenous students.
- Determine how to respond to challenging questions from secondary school officials, potential students and parents, alumni and other

stakeholders.

How to Apply

Online: <http://clients.njoyn.com/CL4/xweb/xweb.aspclid=74827&page=jobdetails&jobid=J0818-0172&BRID=EX98652&SBDID=22166&LANG=1>