



Recruitment and Community Engagement Officer (Full Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

POSITION OUTLINE:

Reporting to the Assistant Vice President, Enrolment & Student Experience, the Recruitment and Community Engagement Officer will respond to prospective student inquiries, applications, and work to meet enrolment targets for the University. They will work closely with other members of the Student Services team and academic program areas in planning both on and off campus events.

RESPONSIBILITIES:

- Under the direction of the Assistant Vice President, Enrolment & Student Experience and in conjunction with other Student Services personnel, the Recruitment and Community Engagement Officer will take a lead role in the strategic development and implementation of recruitment initiatives to meet enrolment targets and projections set by the institution for continued growth.
- Liaise with Counsellors and Career Practitioners at high schools to attend post-secondary fairs, plan and attend independent visits to high schools, organizing high school visits to the University campus, facilitating presentations on the University and other related topics, and helping to plan and attend innovative recruitment events both on and off campus.
- Plan and execute Student for a Day visits and campus tours for prospective students as requested. Co-facilitate on campus recruitment events as needed, such as Open Houses, Program Experience nights, and New Student Orientations.
- Maintain records of all recruitment events, both internal and external, for the full recruitment cycle (September – August) and track important information such as attendance, engagement, materials distributed and note for future improvement.
- Track and conduct file reviews for applicants in each intake and encourage applicants who have not registered to do so in a timely manner.
- Research other Universities and maintain an understanding of competition in the marketplace.
- Liaise with staff and faculty to keep current on changes in programs, policies, services, etc.
- Create and consult in the development of promotional materials for community distribution with Communications and Marketing.

- Represent Recruitment on various internal committees as required.
- Assist the Registrar's office with annual events such as Convocation and the Awards ceremony.
- Other duties as assigned.

QUALIFICATIONS:

- Possess a University degree and at least 1 year of relevant work experience in the field of post-secondary education or a related service-oriented profession. Experience working in Student Services (student recruitment, admissions, advising, etc.) and/or working with the public, is considered an asset.
- Self-motivation and dependability with exceptional people skills, excellent communication skills, dynamic presentation skills and commitment to providing a high level of customer service
- Creativity and marketing sense, specifically in social media engagement
- Adept in using various technology and virtual platforms in creative and engaging ways
- Excellent time management skills with the ability to act on decisions quickly and meet time-sensitive deadlines
- Demonstrated ability to deal courteously and tactfully with staff, students, and members of the general public
- Ability to plan, organize and prioritize tasks and meet deadlines, maintaining accuracy and attention to detail
- Good existing knowledge of the University and its program offerings is considered an asset
- Strong working knowledge of MS Office applications (Excel, Word, and Outlook)
- Some heavy lifting may be required (25 kg)
- Valid driver's license with a clean driver's abstract and access to a vehicle is necessary

Please note: Extensive travel including evening and weekend work during peak recruitment season (September – December) will be required with varying work hours throughout the year.

COMPENSATION:

St. Mary's University offers a competitive compensation package and comprehensive benefits program. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Recruitment and Community Engagement Officer" by end of day on **May 6, 2024. We are unable to accept applications and dossiers through third party platforms.**

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

St. Mary's University • 14500 Bannister Road SE • Calgary, AB • T2X 1Z4 • Fax: 403.254.3774 • STMU.ca