

Schulich

JOB TITLE: Admissions Support Coordinator

DEPARTMENT: Graduate Admissions, Student Services and International Relations (SSIR)

SALARY: \$19.87/hour

ELIGIBILITY: Current graduate student or recent Schulich graduate

HOURS: 10-15 hours per week (*some evening and weekend work required*)

NO OF POSITIONS: 1-2

POSITION START DATE: October 2017 POSITION END DATE: April 2018

PURPOSE:

The **Schulich Graduate Ambassador Program** offers graduate students a unique opportunity enhance the student experience for prospective, recently admitted and current students. Graduate Ambassadors are a select group of current student leaders who share their passion for being a Schulich student with the community. The program's goal is to connect current student ambassadors with prospective and newly-admitted students, and to develop initiatives to optimize transition to Schulich.

The **Admissions Support Coordinator** will provide support to the Graduate Recruitment & Admissions team (Student Services and International Relations) including program recruiters, as well as collaborating with the Ambassador Program Coordinator on SSIR events and initiatives.

Reporting to the Manager, Marketing and Recruitment and working closely with the Recruitment and Communication Coordinators, the Admission Support Coordinator provides assistance with the formulation and implementation of initiatives that reinforce the Admissions' team recruitment efforts. Responsibilities will include providing administrative and event support; assisting with outreach projects; and aiding in public relations efforts.

This is a unique opportunity to gain experience in a customer-facing role, work closely with Schulich faculty, alumni, staff and students, and develop both recruiting and sales skills.

Fixed weekly office hours in the Division of Student Services and International Relations required. Some evening and weekend work necessary.

RESPONSIBILITIES:

Student & Enrolment Services/Admissions Support

- Conduct follow-up calls on leads and conversion calls

- Assist with a variety of projects including open house events, on-campus visits, virtual and in-person information sessions.
- Assist with logistics for a variety of events, including attendee lists, catering, room bookings, audio visual and other related arrangements
- Procure volunteers for recruitment related events
- Connect program recruiters with graduate ambassadors when needed
- Administrative Support

- Assist with coordinating graduate volunteer participation for on-campus and off-campus sessions and events (eg. open houses, workshops, off-campus recruiting fairs, information sessions)
- Aid in the coordination of recruitment and event logistics and collateral, including outbound calls, email responses, e-invitations, program agendas, photography, signage, area promotional materials.
- Conduct post event surveys and follow-ups as necessary
- Respond to a variety of oral and written enquiries in person, phone and by e-mail regarding the graduate programs
- Work on special projects as necessary

REQUIREMENTS:

- Highly engaged continuing students who have previously participated in the Graduate Ambassador Program are preferred
- Basic knowledge of the graduate programs offered at Schulich
- Ability to demonstrate enthusiasm and passion for the Schulich community, the school, and our graduate programs
- Confidence, an ability to engage with strangers
- Outstanding verbal, written, and presentation skills
- Experience in volunteer management
- Highly organized and adept at multi-tasking; ability to exercise good judgment and ensure confidentiality
- Excellent time management skills
- Experienced in sales, fundraising, or advocacy an asset
- Familiarity with commonly used survey and presentation software

SUBMISSION: Please forward your cover letter and resume to Carol Partland at cpartland@schulich.yorku.ca by **October 10, 2017 at 5:00pm.**

Note: Shortlisted applicants will be contacted for an interview. A short presentation and a written test will be required.