

Schulich

JOB TITLE: Graduate Recruitment & Outreach Coordinator

DEPARTMENT: Graduate Admissions

SALARY: \$19.87/hour

ELIGIBILITY: Current graduate student or recent Schulich graduate

HOURS: 10 hours a week (*mix of afternoon, evening and weekend work*)

NO OF POSITIONS: 1

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

Reporting to the Assistant Director, Graduate Recruitment and Admissions and working closely with the Recruitment and Communication Coordinators, the **Graduate Recruitment & Outreach Coordinator** will support a variety of initiatives that reinforce the teams' recruitment efforts. Major responsibilities will include assisting with growing the awareness of the graduate programs offered at Schulich, outreach projects, aiding in public relations and marketing initiatives, and occasionally providing event support.

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

Fixed weekly office hours during afternoons and evenings in the Division of Student Services and International Relations are required. Additional hours may be added during peak recruiting season. Some weekend work will be required.

RESPONSIBILITIES:

Student & Enrolment Services/Admissions Support

- Assist with developing and maintaining positive relationships with prospects, applicants and students.
- Assist with fostering overall admission satisfaction by using effective outreach strategies.
- Conduct assigned follow-up on leads and conversion calls
- Assist in the development of conversion strategies
- When necessary, respond to general inquiries by email, phone and in person
- Assist with administrative tasks and special projects as needed

REQUIREMENTS:

- Highly engaged continuing students who have previously participated in the Graduate Ambassador Program are preferred
- Ability to demonstrate enthusiasm and passion for the Schulich community, the School, and the graduate programs
- Confidence, an ability to engage with strangers
- Outstanding verbal, written, telephone and presentation skills
- Ability to exercise good judgment and ensure confidentiality
- Experience in sales, fundraising, or advocacy an asset
- Familiarity with commonly used survey, presentation and CRM software
- Sales and cold calling experience

SUBMISSION: Please forward your cover letter and resume to Boris Remes at bremes@schulich.yorku.ca by **Tuesday 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.

Develop and maintain relationships with prospects, applicants and students and assist with fostering overall admission satisfaction by using of effective outreach strategies.