

## Admissions Officer Enrolment Services

Part-Time, Term Position Available (June 4, 2018 up to May 17, 2019)

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

*Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.*

### Duties:

Reporting to the Associate Registrar, the Admissions Officer is responsible for implementing the student admissions processes for a select group of academic programs. The Admissions Officer reviews and assesses student applications and related supporting documentation against program admission requirements and application deadlines to determine if an applicant is admissible. The Admissions Officer communicates with applicants through each stage of the admissions cycle by e-mail, letter, in-person meeting and over the phone. The Admissions Officer is also responsible for monitoring program quotas, identifying low enrolment programs, and determining which start dates should be advertised to the public. The AO position is integral to the Enrolment Services team and works closely with staff from various departments including recruitment, student records, transfer credit, international credential assessment, language training centre, and program coordinators, managers, and chairpersons.

### Required Qualifications:

- Diploma or degree from a post-secondary educational institution in a business related field. An equivalent combination of relevant education and experience may be considered.
- Minimum of 3 years of customer service experience, preferably in a post-secondary setting
- Demonstrated ability to handle a high volume workload and diverse tasks with a high degree of accuracy and attention to detail
- Ability to work under pressure, organize, and establish work priorities and reprioritize as necessary
- Demonstrated initiative, self-motivation, and ability to work independently but also as part of a team
- Demonstrated ability to work within a large customer database
- Experience working within institutional policies, departmental procedures, and deadlines
- Ability to work with confidential information and adhere to confidentiality policies
- Exceptional interpersonal and communication skills, both verbal and written
- Extensive experience with Microsoft Word and Outlook
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Assets:

- Experience working with admissions in a post-secondary setting
- Experience working with Red River College's procedures and policies
- Experience with RRC student information systems – Colleague and Recruiter
- Experience with RRC Custom Software - HUB, RRC Reporting

### Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime

*We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.*

Competition Number: 2018-049  
Closing Date: May 23, 2018  
Salary Range: \$42,668 - \$58,366 per annum

Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit [blogs.rrc.ca/hr](http://blogs.rrc.ca/hr)  
2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

