#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Education Enrolment Advisor

**Job Number:** A-146 | VIP: 1318

**Band:** OPSEU- 7

**Department:** Recruitment & Admissions

**Supervisor Title:** Manager, Admissions

**Last Reviewed:**  October 30, 2018

#### **Job Purpose:**

Under the supervision of the Manager, Admissions, and in consultation with the Manager, Student Recruitment, is responsible for developing, implementing and maintaining a systematic approach for recruiting prospective students and managing applications to the Consecutive Teacher Education Program and some aspects of the Teacher Education Stream. Works collaboratively with leadership staff in the School of Education to build partnerships and awareness about Trent’s education programs.

#### Key Activities:

* Work closely with the Manager, Admissions to coordinate and ensure timely and effective correspondence at all phases of the application cycle to current and future applicants to the program (formal acknowledgment of application, communication of decisions in addition to responses to enquiries by telephone, email, or appointment).
* In collaboration with Manager, Student Recruitment, Manager, Admissions and the School of Education and Professional Learning, will develop strategies and offer scenarios to ensure that enrolment targets for specific programs are met.
* Conduct timely and accurate evaluation of eligibility of all applications to the Consecutive Education program often of a complex nature including GPA calculations and academic transcript interpretation. Assess course eligibility, and credential completion.
* Compile all applicant information including admission averages, applicant profile read scores, degree credentials and other relevant data and submit to the Dean for making final admission decisions. Advise on admissions decisions as needed.
* Ensure that all assessment activities are completed by appropriate deadlines (internal and system-wide deadlines) including communication with applicants regarding missing documentation.
* Meet with potential students to consult, guide, and evaluate documentation; to discuss options for obtaining admission requirements and advise unsuccessful applicants.
* Communicate with the Dean throughout the admissions cycle regarding tracking of applications and conversion, enrolment targets and cases of a complex nature.
* Handle external and internal inquiries from prospective students and applicants regarding aspects of the education programs, the application process, procedures, deadlines, admission status and related requests for information, as well as providing information regarding continuing teacher education options.
* Ensure that all admissions decisions are accurately coded and tracked in Student Information System, are correlated both to pending correspondence and to decisions to be distributed electronically to the Ontario Universities’ Application Centre.
* Work closely with the School of Education staff and faculty throughout the admissions cycle to collaborate on materials, provide reports and organize events.
* Develop and maintain strategies and appropriate documentation to ensure consistency and accuracy of assessments as well as fair and equitable practice.
* Collect, compile, and interpret appropriate application data at different phases of the admissions cycle and for subsequent analysis and reporting as needed.
* Maintain a systematic approach to applicant file management including recording when documents are received.
* Provide orientation and act as team leader when appropriate to other staff assisting with assessment of applications during peak periods. Collaborate with Admissions and IT staff on solutions and efficiencies for tracking and reporting of admissions data.
* Conduct research where appropriate to assist in establishing appropriate standards for assessment of applicant credentials (degree and/or course equivalencies).
* Liaise with School of Education and Professional Learning, International Enrolment Advisor, other admissions staff, and departments as required.
* Organize and participate in University recruitment, conversion and transition activities (School of Education events, telephone and email campaigns, a number of internal and external recruitment fairs, presentations and events etc.) some of which involve travel.
* Represent Trent and engage in internal and external communications involving Trent University and other institutions, professional agencies, and program committees.
* Act as key contact for staff involved in fielding enquiries and provides updates and training regarding education programs as needed.
* Work closely with the School of Education staff and faculty throughout the admissions cycle. Liaise with School of Education and Professional Learning to maintain extensive knowledge of, and develop market research on, Consecutive Education programs, offerings and opportunities.
* Update and submit all OUAC (TEAS) related forms and publications.
* Develop and produce recruitment and admissions materials including online forms and print publications as well as maintain web content.
* Monitor and share knowledge of trends in all areas of teacher education; participates in discussion to inform University policies.
* Other duties as assigned.

#### Education Required:

* General University Degree (3 year).
* Bachelor of Education or Master’s Degree preferred.

#### Experience/Qualifications Required:

* Minimum of two (2) years of directly related experience in evaluation of post-secondary academic documentation in an admissions setting, combined with experience in public speaking and/or making presentations.
* Extensive knowledge and experience with Microsoft Office required, including MS Word, Access and Excel, including ability to construct and maintain databases, research and interpret data, construct reports and complete mail merges of data.
* Experience with a Student Information System (Datatel/Colleague preferred) in referencing and updating applicant information.
* Significant knowledge of the teacher certification process in Ontario.
* Significant knowledge of domestic post-secondary systems.
* Demonstrated excellent organizational skills.
* Demonstrated superior skills and experience in the provision of excellent customer service required.
* Excellent verbal, presentation and written communication skills.
* Ability to work co-operatively in a variety of settings, exercising tact, diplomacy and patience, often in stressful situations.
* A valid Ontario (or equivalent driver’s license).
* Some travel, weekend and evening work is required.

**Job Evaluation Factors:**

##### Responsibility for the Work of Others

Indirect Responsibility

* Distributes work and oversees accuracy and completion of application assessment and filing by staff and students who assist during peak assessment period.
* Guides other staff in regard to responding to inquiries, preparing packages, admission timelines.

##### Communication

* Internal/external faculty, staff, and students.

##### Motor/ Sensory Skills

* Coordination and balance.
* Vision suitable to long distance driving.

##### Effort

* Travel and recruitment – lifting boxes, standing, sitting, moving promotional materials, setting up, presentations, tearing down, loading vehicle.
* Driving, waiting time in between presentations, rushed schedules.
* Concentration/Mental demands – venues are often loud and busy.
* Self-presentation must be implacable at all times.

##### Working Conditions

Psychological:

* Stressful environment with multiple unmoveable deadlines and high volume of work.