**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** International Enrolment Advisor

**Job Number:**  A-195

**NOC:** 1241

**Band:** 7

**Department:** Trent International Program

**Supervisor Title:** Manager, Trent-ESL

**Last Reviewed:** May 2017

**Job Purpose**

**Summary of Duties:**

Working under the supervision of the Manager, Trent-ESL, the International Enrolment Advisor (Trent-ESL) will research, plan, provide logistical support to and travel internationally for international recruitment as part of the Trent-ESL recruitment strategy within Trent International. The International Enrolment Advisor (Trent-ESL) will:

**Key Activities**

1. Conduct regular and ongoing research on educational markets and schools in global ESL markets; predominantly China, Taiwan, South Korea, and Japan, and in other international markets based on emerging market information and in consideration of the Trent-ESL recruitment priority markets.
2. Plan, in consultation with the Trent-ESL Manager and Manager of International Admissions and Recruitment, the logistics and itinerary of recruitment trips to the region(s) with respect to the International Recruitment Strategy.
3. In collaboration with TI enrolment staff, ensure prompt and accurate response to admissions and application inquiries from prospective students, partners and counselors.
4. Provide resources to and liaison with Trent faculty, staff, alumni and students who are involved in international recruitment.
5. Arrange shipment of marketing materials being sent abroad in advance of recruitment travel.
6. Market the Trent-ESL Program using electronic and print communication and through oral and visual presentations in a variety of circumstances both within Canada and internationally.
7. Represent Trent International at events such as the Ontario Universities Fair, Trent Open House events, and through partner and school visits (local/GTA).
8. Liaise with prospective international students about Trent University through face-to-face, telephone, e-mail, social media and other formats as part of recruitment and enrolment communications, in first language(s) where possible.
9. Assist in translation of recruitment materials, as needed.
10. Provide support, advising and orientation to new students during each of the intake periods (September, January, April, May and June). Plan, program and deliver orientation with the support of volunteer assistants.
11. Produce detailed reports on student communications, conversion activity and recruitment outcomes.

**Education**

Honours University Degree (4 year) in related field. Certificate in International Education an asset.

**Experience Required**

1. Minimum two years’ experience in International Recruitment.
2. Direct experience with and professional training in the evaluation of foreign educational materials in a post-secondary setting an asset.
3. Assessment of application documents and processing of Trent-ESL applications as part of the international admissions team.
4. Excellent English communications skills in writing, research and computer skills.
5. Fluency in languages beyond English and French (preferably Mandarin and Cantonese).
6. Knowledge and ongoing familiarity with Trent’s academic programs and the Trent-ESL programs.
7. Cultural awareness and sensitivity, ability to communicate across cultures and languages.
8. Demonstrated organizational abilities and multi-tasking experience.
9. Proficiency with Datatel/Colleague, Microsoft Access and Excel, and digital presentation platforms and software.
10. Knowledge of non-Canadian educational systems in key priority recruitment regions including China, knowledge of Trent’s country specific admission requirements an asset.
11. International travel experience, especially in non-English speaking regions
12. Proven ability to deal with confidential material.
13. Ability to learn quickly, take initiative when required, and to work with minimal supervision.
14. Experience of and willingness to travel, both within Canada and particularly overseas.
15. Able to lift and carry up to 40 lbs.
16. Must hold a valid Ontario Driver’s License – Class ‘G’ minimum to meet the travel requirements of the job.
17. Must be willing to work some evenings and weekends as required.