**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** International Enrolment Advisor

**Job Number:**  A-199

**NOC:** 1221

**Band:** 7

**Department:** Trent International Program

**Supervisor Title:** Manager, International Admissions & Recruitment

Manager, Recruitment

**Last Reviewed:** May 29, 2012

**Job Purpose**

Reporting to the Manager, International Admissions and Recruitment and the Manager, Recruitment, the responsibilities of the International Enrolment Management Assistant will include (but are not limited to):

**Key Activities**

1. In consultation with the Manager, International Admissions and Recruitment and Manager, Recruitment, developing and implementing a systematic process for managing international undergraduate admissions applications.
2. Evaluation and assessment of all international applications for admissibility to Trent University.
3. Maintaining a system to ensure the accuracy and authenticity of all international documents submitted.
4. Co-ordinating with Trent International Program and Office of the Registrar, Admissions to ensure that the goals and objectives of Trent’s international recruitment initiatives are met, especially targets for the recruitment of full fee-paying international students, in accordance with international admissions policies.
5. Working with Manager, Trent-ESL and Manager, International Admissions and Recruitment to implement international admissions policies with respect to Trent-ESL. This includes processing Trent-ESL admissions applications.
6. Establishing and implementing articulation standards for transfer credit evaluation from foreign institutions. Liaising regularly with TIP and Trent-ESL on issues of enrolment targets and student diversity.
7. Co-ordinating with Deans and Department Chairs to ensure a systematic, rigorous and ethical process for determining transfer of credit from foreign institutions; ensuring co-ordinated communications and establishment of articulation standards for international transfer credit to be published in Trent’s worldwide recruiting materials.
8. Co-ordinating with TIP staff to ensure prompt and accurate responses to admissions inquiries.
9. Providing resources and liaising with Trent faculty, staff, alumni and students who are involved in international recruiting.
10. Liaising with Trent domestic admissions and recruitment teams and Ontario and Canada-wide agencies (OUAC) to ensure competitive and integrated recruiting and admissions practices and publications.
11. Working with Manager, Recruitment and TIP to prepare reports on international student recruitment activities and achievements.
12. Assessing international applications for eligibility for entrance scholarships.
13. Participating in recruitment, conversion and transition activities, including TIP Camp, New Student Orientation, and Open House activities as needed.
14. Provide support in assessing international qualifications of applicants to Bachelor of Education and Graduate Studies programs.
15. Other recruitment and retention initiatives at the direction of TIP Director or Manager International Recruitment and Admissions.

**Education**

Honours University Degree (4 year) required.

**Experience Required**

* Three years of direct experience with and professional training in the evaluation of foreign educational materials in a post-secondary setting required.
* Significant knowledge of the broad range and complexity of international and domestic secondary and post-secondary education systems is required, including knowledge of academic offerings, differential structures of undergraduate and graduate education.
* Extensive knowledge and proficiency with Microsoft Office required including MS Word, Access and Excel, ability to construct and maintain databases, construct reports and complete mail merges of data.
* Experience with a Student Information System (Datatel/Colleague preferred) in referencing and updating applicant information.
* Comfort communicating with a broad range of international people from many different cultural backgrounds. Second language other than French preferred.
* Knowledge of the broad offerings of the Trent curriculum.
* Demonstrated excellent organizational skills.
* Superior skills in the provision of excellent customer and/or student services required.
* Excellent verbal and written communication skills required, including experience speaking to small and large groups, demonstrated knowledge of academic protocols, and experience communicating with people at all levels of the university.
* Ability to work co-operatively in a variety of settings, exercising tact, diplomacy and patience, often in stressful situations.
* Commitment to professional development and training through NAFSA: Association of International Educators; IETP workshops and conferences among others.
* Must be available to work some evenings and weekends as required.
* Must be willing to travel on university business, both within Ontario and internationally.