ALGOMA UNIVERSITY JOB POSTING

JOB TITLE:	**Manager, International Recruitment**
DEPARTMENT:	Recruitment & Strategic Enrolment
POSITION STATUS:	Permanent, Full-time, Non-Union
LOCATION:	Sault Ste. Marie Campus
SUPERVISION RECEIVED:	Director, Recruitment & Strategic Enrolment
SUPERVISION EXERCISED:	Enrolment Specialists

PRIMARY FUNCTIONS:

A.	International Student Recruitment	50%
B.	Event Management	20%
C.	Agent Management	20%
D.	Administration	10%
	Total	**100%**

Based out of the University's Sault Ste. Marie Campus and reporting to the Director, Recruitment & Strategic Enrolment, the **Manager, International Recruitment** oversees the planning, analysis and coordination of international recruitment activities and events. As a member of the Recruitment & Strategic Enrolment team, the Manager is a team leader in the development and implementation of recruitment strategies, programs and initiatives to attract high quality students and support the overall strategic enrolment management goals of the University.

RESPONSIBILITIES

A. International Student Recruitment

- Plan and coordinate international recruitment activities for the Sault Ste. Marie, Brampton and Timmins campuses.

- Oversee the analysis and scheduling of travel within and outside of Canada to maximize Algoma's presence and effectiveness in recruiting international students.
- Make informed recommendations about the international recruitment strategy.
- Research strategies to expand Algoma's international recruitment presence in key markets to meet enrolment targets, and make recommendations on recruitment and conversion opportunities.
- Regular overseas travel to attend recruitment fairs and meet with prospective students, parents and agents.
- Make presentations to recruitment agents, international counsellors and students, and others as required to promote the University to prospective students.
- Advise students, parents, guidance counsellors, and agents on academic programs, admissions requirements and student experience.
- Oversee the timely processing of international student applications.
- Develop and monitor KPIs and service standards related to recruitment and admissions processes.

B. Event Management

- Collaborate with the Director of Enrolment Management and International Operations, Registrar's Office, Marketing and Communications staff, and Student Experience team to establish effective communication with prospective students, their families and agents/counselors throughout the recruitment and admissions process.
- Ensure the successful planning, budgeting, execution and ongoing evaluation of recruitment and conversion events and activities
- Builds presentation and training materials to ensure appropriate information is provided to key audiences.
- Oversee the coordination of special projects including the development of KPI's and service standards for the department.
- Oversee the coordination of webinars for prospective students and applicants.
- Build relationships and collaborate with all academic and administrative departments at the University in order to effectively communicate university information to prospective students, parents, counsellors and agents.
- Manage Algoma's presence at external recruitment events and activities including, but not limited to international recruitment fairs.

C. Agent Management

- Oversee the onboarding process for new agents including reference checks, account setup and training..
- Ensure that all agents receive regular training and have up to date information on academic programs and campus activities. .

- Monitor agent performance providing regular updates to the Director.

D. Administration

- Play an active role in the planning of the international recruitment budget.
- Monitor and process recruitment staff expenditures and track staff vacation/overtime/sick (VOS) time.
- Ensure the appropriate collection, analysis and reporting of data required for analysis, strategic planning and decision making to support enrolment goals.
- Oversee the creation of prospective student surveys, event reports and key performance indicators for recruitment events and activities.
- Research and stay up to date on industry and market trends as they relate to Algoma's reputation and success in recruitment activities and overall enrolment planning.
- Participate in university committees, special projects or represent Algoma at external events as required.

WORKING CONDITIONS

- **Physical Effort Required**
  - Minimal: Some lifting/physical effort required for transportation of materials and setup for school visits.
- **Physical Environment**
  - Considerable: Exposure to unpleasant/disagreeable conditions. Irregular and extended working hours at times. Frequent travel to foreign countries and environments.
- **Sensory Attention**
  - Considerable: Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention. Considerable multi-tasking, extreme attention to detail required.
- **Mental Stress**
  - Considerable: High paced and deadline driven environment, with frequent distractions and interruptions.

MINIMUM QUALIFICATIONS

- Bachelor's Degree and a minimum of three years' demonstrated supervisory experience in post-secondary international student recruitment, or a combination of education and related experience.

- Proven track record of meeting or exceeding enrolment targets
- Ability to work in a fast paced environment
- Experience managing the work of diverse and often shifting priorities within a team comprised of permanent staff and contract employees.
- Ability to manage staff while at the same time working independently on multiple projects.
- Excellent interpersonal, presentation, written and verbal communication skills.
- Extensive knowledge of the international education landscape and trends in international recruitment.
- Ability to speak multiple languages is an asset.
- Proficiency in the use of technology- G suite.
- Valid passport.
- Valid driver's license.
- Ability to travel internationally
- Commitment to understanding Algoma University's Special Mission and The Seven Grandfather Teachings
- Vulnerable Police sector check is required

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00pm on Friday, August 19, 2022.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.