



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	International Admissions Officer <i>Staff Bargaining Unit</i>
Position Status:	Permanent, Full-Time (35 hrs/week) OSSTF
Department:	Recruitment & Strategic Enrolment
Supervision Received:	Manager, International Admissions
Location:	Brampton and Sault Ste. Marie, ON
# of Positions:	5

PRIMARY FUNCTIONS:

A. International Admissions & Administrative Duties	80%
B. Other Duties	20%
TOTAL	100%

The International Admissions Officer (IAO), under the direction of the Manager, International Admissions, will be responsible for performing the functions of an admissions officer with a special focus on international applicants. The IAO will be responsible for the evaluation and assessment of foreign credentials and providing information to prospective international prospective students regarding programs and courses including the processes and requirements specific to international student admissions. This may include monitoring international applicants and any follow-up necessary in an effort to convert the applicant to registrant.

The position requires familiarity with the educational system of major “sending” countries and the ability to analyze documents for admissibility. The position will work closely with staff in the Office of the Registrar, Student Accounts, and Student Success.



RESPONSIBILITIES:

A. International Admissions & Administrative Duties (80%)

The International Admissions Officer will assist in the successful and efficient operations of the admission cycle for international applicants to meet the strategic aims of the University including meeting targets while ensuring applicable regulations and policies are followed.

- Responsible for administering, evaluating, and assessing international admissions applications according to established criteria
- Reviewing and verifying applicant credentials and identifying possible fraudulent documents for referral to the Assistant Registrar
- Screening applications and credentials for compliance with Senate-approved admission requirements
- Providing alternative study options where direct entry may not have been met
- Responding to inquiries, providing information, researching, and resolving problems related to international students' applications
- Assessing and authorizing articulated and routine transfer credit recognition for program admissions
- Ensuring accuracy and detail while processing and tracking admissions
- Maintaining a repository of international admission requirements that are country specific including regulations/procedures that support the admission and registration processes
- Actively pursuing outstanding international applicant information
- Identifying barriers to admission and providing recommendations on how to eliminate those barriers; identifying potential equivalencies to existing admission requirements for consideration
- Keeping abreast of academic program changes, international admission changes, and other revisions that may impact the application process
- May be required to provide information on admissions, prerequisites, the application process, etc. to overseas education agents and representatives.
- Liaising internally with Financial Services to coordinate and track tuition deposits by international applicants
- Supporting the University's enrolment function for international students with regards to advice and guidance as and when required
- Updating information received through email as necessary (ie visa refusals, deferral requests, etc.)

B. Other Duties (20%)

- Responsible for answering the Main Student Information Overflow and triaging calls to the appropriate staff or departments



- Responsible for assisting with domestic student inquiries and admissions if domestic staff are unavailable to assist
- Provide support for the analysis of international applicants, registration data and other appropriate reports
- Assist with international registration for students in person or during the online registration campaign prior to arrival
- Other duties, as assigned

WORKING CONDITIONS:

Physical Effort

Minimal

Standard office environment; minimal physical effort required

Physical Environment

Minimal

Occasional exposure to unpleasant/disagreeable conditions

Sensory Attention

Moderate

Work activities require a high level of attention to process applications and manage data in a front-line position, and within a work area that is open to the public during regular working hours

Mental Stress

Moderate

Occasional exposure to mental pressures, particularly related to meeting deadlines

MINIMUM QUALIFICATIONS

- Undergraduate degree in any field, and a minimum of two (2) years of experience working with post-secondary organizations (e.g. admissions, registration, recruitment), or an equivalent combination of education and experience, is required.
- Experience using a computer-based registration system is considered an asset.
- Excellent organizational and time-management skills with the ability to balance competing priorities.
- Excellent communication skills, both written and verbal.
- The ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Capacity to work effectively in a high volume, time-sensitive, fast-paced environment.
- Exceptional client-service skills.
- Excellent use of technology for collaboration.



- Vulnerable Police Sector Check is required.

Salary Scale: \$51,521 to \$64,401 annually

**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algonau.ca no later than 4:00 p.m. on May 16, 2024.**

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-deserving 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.