



Booth University College ADMISSIONS COUNSELLOR

You are a university graduate with a solid understanding of the post-secondary admissions process and the role good counsellors play in assisting students as they make key decisions on their educational goals. You are creative, energetic and value Christian higher education.

Booth University College is a Christian undergraduate institution in Winnipeg. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope and mercy for all. We're changing the world....one graduate at a time. And we are seeking a candidate to join our team in the role of **Admissions Counsellor**.

The Admissions Counsellor's main responsibilities are to identify future students, promote the advantages of Booth University College and meet targets by recruiting students from first contact through to enrollment.

As a key part of the Admissions team and reporting to the Director of Admissions, the Admissions Counsellor will:

- Plan and execute recruitment plans including coordination with High School guidance counsellors and other local institutions and travelling to recruitment events
- Develop extensive knowledge of Booth University College academic programs and policies, admissions requirements, campus activities, scholarships, etc.
- Promote and raise the profile of Booth University College through a variety of activities including public speaking, attendance at career symposiums, coordinating and hosting group and individual campus visits, meeting one on one with prospective students and parents
- Continually qualify the applicant pool
- Monitor receipt of applications and maintain ongoing contacts with applicants to ensure file completion
- Review files for acceptance and present admission recommendations to Director of Admissions
- Effectively utilize the CRM (Customer Relationship Management) software to execute job responsibilities

Qualifications

- Post-secondary degree
- Several years progressive work experience with experience in sales, marketing and/or student recruitment preferred
- Excellent communication and relation-building skills; an effective public speaker

- Demonstrated ability to stay positively focused on attaining targets
- A desire to work in a Christian university with the ability to integrate one's Christian faith in the workplace and a commitment to the mission of Booth University College
- Ability to effectively utilize data base system; experience with a Student Information System or CRM software an asset
- Willing to work flexible hours including some evenings
- A valid driver's license and willing to travel
- Highly organized with excellent follow-up and creative problem solving skills
- A solid understanding of The Salvation Army is an asset
- A satisfactory criminal record check

To Apply

Apply now with cover letter and resume to Marilyn Coupland, Human Resources Coordinator at boothuc_careers@boothuc.ca. Applications will be reviewed as received until the position is filled.

About Booth University College

Booth University College is an undergraduate Christian institution centrally located in Winnipeg. We are rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society and are committed to "Education for a Better World" as described in our mission statement:

William and Catherine Booth University College, rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world.