

Job Description

Job Title:	Undergraduate Recruitment Coordinator
Department:	Dean of Mathematics, Admissions & Outreach
Reports To:	Director, Undergrad Recruitment & International
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	March 2019

Primary Purpose

This individual represents the Faculty of Mathematics for a wide variety of recruitment audiences and is responsible for developing, executing and managing the faculty recruitment activities related to the initiatives listed below. The undergraduate recruitment coordinator works as a team member in the Faculty of Mathematics, Admissions & Outreach team.

Key Accountabilities

Overall Strategic Management

- Conducts research to inform strategic direction and implementation of Math initiatives related to relationship building, events, ambassador team, outreach and student transition.
- Conduct research to inform and develop strategies for assigned recruitment and transition projects throughout the year.
- Budget management – Develop, forecast and manage an annual budget for all faculty events and relationship building strategies (funds provided by Faculty).

Leadership & Relationship Building

- Represent the Faculty of Mathematics on university-wide and faculty-wide committees and advisory groups related to recruitment and admissions, including but not limited to, event and relationship building initiatives (i.e. Roundtable targeted at events and relationship management).
- Create and cultivate relationships with domestic and international students, influencers, and key stakeholders (for example, contribute to Faculty specific communication pieces for prospective students and applicants, respond to student inquiries, regularly set up meetings and communicate with relevant academic units within and outside Math, who are involved with recruitment, engagement, transition, and admissions).
- Create and maintain positive relationships with staff, faculty and department heads to ensure enough volunteers are recruited for each event, including, but not limited to MBOH, FOH, You@Waterloo Day, OUF etc.
- Serves as faculty point person and liaison with the Marketing and Undergrad Recruitment team and all the other Faculty Recruitment coordinators to ensure consistent and common messaging through all university wide events.
- Develop Marketing Action Plans for all events, relationship building, and tours.

Event Direction & Management

- Conduct research to inform strategic direction and implementation for events on campus. Conceptualize, plan and lead students, staff and faculty to run a successful event. This could include the creation and/or delivery of presentations to a large audience of prospective students/families, who are visiting campus.

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- Evaluate faculty/program specific on campus recruitment initiatives to align with the Faculty's Strategic Plan and provide improvements throughout the year
- Lead and manage the Faculty's participation in the Ontario Universities Fair. Create/prepare a training module and deliver the training to faculty, staff and student volunteers alike.

Training & Supervision

- Develop and lead faculty training sessions (ambassador training, liaison training, student volunteers and others involved in recruitment training, for example OUF training).
- Hire, train and supervise co-op student(s) in each term
- Hire, train and supervise a team of 60+ ambassadors (student volunteers)
- Ensure that the Faculty's key differentiators are highlighted.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University undergraduate degree in a related discipline

Experience

- Experience working with current undergraduate students, with proven ability to motivate volunteers.
- Ability to build consensus and foster teamwork among a variety of stakeholders, within the faculty, across campus and externally with off-campus partners/prospective students.
- 3-5 years experience in an educational, recruitment setting.

Knowledge/Skills/Abilities

- The individual should be able to demonstrate a high level of leadership within the faculty, while employing a student-centered approach to recruitment. Must be aware of current recruitment trends and the demographic changes that our faculty will face in the coming years
- The Coordinator needs to have excellent writing, presentation and verbal communication skills, as well as bring a strong team work ethic and collaborative approach to his/her work, be organized and have well developed time management skills.

Nature and Scope

- **Contacts:** Internally, the coordinator will work with team members in Marketing and Undergraduate Recruitment, faculty members and co-workers within Mathematics, and members from other departments to gather information to successfully plan recruitment events. They will also work closely with mathematics ambassadors who will assist at events and tours that are run through the coordinator. Externally, the coordinator will work with prospective students and their families, teachers, alumni and guidance counselors.
- **Level of Responsibility:** The coordinator is responsible for smooth and efficient organization of all events, tours and ambassador programs to ensure the faculty's marketing and recruitment goals are met. The individual will be responsible for an event budget, for which they need to stay on budget. They are also responsible for recruiting, training and thanking student volunteers/ambassadors to ensure growth and sustainability of the program. They will make strategic decisions based on research, and measure impact and effectiveness of our programming.
- **Decision-Making Authority:** The coordinator will make decisions regarding event planning, organization, hiring of student ambassadors, training of student ambassadors, and management of event budget.

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- **Physical and Sensory Demands:** Excellent attention to detail and the ability to hit deadlines is an absolute must. The role requires minimal physical exertion. Some light lifting might be required on event days.
 - **Working Environment:** Typical working environment related to an office job. Some travel may be required (OUF weekend etc.). There is some evening and weekend work required when events are taking place, but this is only about 4-5 times per year. Otherwise, it is regular working hours, with minimal exposure to disagreeable conditions.