

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ADMISSIONS REPRESENTATIVE (WORKSTART)
JOB NUMBER	3107
NUMBER OF POSITION/S	3
NOC CODE	1221
CLOSING DATE	2018-02-08
LOCATION	Winnipeg, MB Inkster
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	30
HOURLY WAGE RANGE	TBD
WAGE DETAILS	Company offer a competitive benefits package complete with Health, Medical and Dental Coverage, with an Employer RRSP Contribution Program after probation period.
JOB TERMS	Full time
JOB DESCRIPTION	The Admissions Representative encourages educational engagement, developing a closer relationship between families and the organization. Our Admissions Representative handles all things admissions including:
JOB DUTIES	<p>Managing and leading the development of enrollment and registration. This includes but is not limited to:</p> <ul style="list-style-type: none"> - Student acquisition, retention, and family engagement. - Creation of admissions package, brochures and student benefits. - Metrics (research, data capture, and data analysis) - Strategic Partnerships and engagement in the admissions process. - Management and Coordination of projects/tasks. - Work alongside the communications team to execute admission and scholarship campaigns <p>Managing the scholarship distribution program</p> <ul style="list-style-type: none"> - Managing the scholarship budget. - Issuing scholarships to students. - Working with community scholarship hosts to ensure retention. <p>Working closely with Marketing and Business Development teams to:</p> <ul style="list-style-type: none"> - Create strategies, plans, and tactics which drive the admissions process forward. - Develop and steward partnerships to enhance the scholarship program. <p>Establishing and managing the organizations admissions process by:</p> <ul style="list-style-type: none"> - Establish monthly committee meetings. - Designate tasks for the committee to carry out according to your strategies.

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

JOB DUTIES	<p>Supporting the Marketing Director for new initiatives related to the membership program:</p> <ul style="list-style-type: none">- Identify opportunities for growth in new markets.- Look for cost effective methods to promote the program on local and digital channels.- Assist in the development of the marketing plan pertaining to how it relates to admissions and enrollment. <p>The successful candidate will support the development of campaign strategies, prepare admissions related material to the newsletters, coordinate an effective social media presence and perform other tasks to help outreach committee reach out to families and other related organizations.</p> <p>Also this individual should be able to create NEW enrollment initiatives, create an enrollment team to oversee and advise the elected board members on effective admissions strategies.</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none">- Have an understanding of charitable and not-for-profit organizations.- Sales background an asset but not required- Previous admissions or recruitment experience an asset.- An outstanding communicator.- A self-starter, highly organized, detail oriented, entrepreneurial, with the ability to quickly adapt to change.
APPLICATION PROCESS	<p>Send targeted resume Apply through your CC</p>
APPLICATION DETAILS	<p>Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate the job number and the title in you application.</p>
JD	<p>Stacey Singbeil</p>