



Do you believe in the power of ideas, possibility, and in building community? The Alberta College of Art + Design (ACAD) is looking for a professional, motivating, and engaging **Recruitment + Admissions Officer** who is excited to contribute to a highly creative Student Recruitment team.

Recruitment + Admissions Officers engage the community and recruit art + design students domestically and internationally. They are brand ambassadors of ACAD's undergraduate degrees, graduate degree, and continuing education programs.

This is a temporary six (6) month opportunity that starts immediately.

Why ACAD?

A leading centre of education and research since 1926, ACAD energizes art and design in Canada and internationally. We engage the world, create possibilities, and connect with brilliant minds in all corners of the globe.

Above all, we are passionate about creativity and innovation through Art, Craft and Design, and the people who create it.

Calgary is our home base – a vibrant, cosmopolitan urban centre, a safe and friendly atmosphere, and outstanding potential for adventure in nearby mountain parks.

We hope you will join us at ACAD (where creativity matters).

About Student + Enrollment Services at ACAD

The Student + Enrollment Services department at ACAD is comprised of a small group of talented and committed individuals dedicated to enhancing student success and providing individualized support for ACAD students.

Student + Enrollment Services provides assistance to students as they progress their academic career at ACAD. We offer programs and services to enrich campus life, enhance the student experience, and engage students in the campus community.

The Opportunity

(Competition #1819-AU-AT-04)

Under the direction of the Director, Student + Enrollment Services, the Recruitment + Admissions Officer (RAO) is a member of the student admissions team, which facilitates the recruitment and marketing programs and processes for prospective students; inclusive of travel, communications, marketing, event planning, and receipt and review of portfolios; which includes the coordination and administration of the portfolio review process. In addition to the recruitment and retention of students, the RAO is also responsible for admission processing and related records activities.

Primary duties/responsibilities include:

- Coordinate, administer and conduct recruitment activities and initiatives; inclusive of the design, development, scheduling and delivery of seminars and presentations for secondary and post-secondary institutions
- Assist in the coordination of New Student Orientation
- Provide data and reports to the Director pertaining to prospective students, communications and yield, track applications and enrollment projections
- Coordinate and assist with the application for admission processes including correspondence
- Assist with the portfolio review process, review transcripts and other admission documents to determine admissibility based on the ACAD admission requirements and policies

The successful candidate will have:

- Completed a Baccalaureate Degree preferably in Fine Art/Design and a minimum of two (2) years' related experience within a post-secondary environment. Equivalent combination of experience and education may be considered. A Master's Degree in Fine Arts (MFA) is considered a strong asset.
- Experience in recruitment, public relations or marketing with specific experience in public presentation and group leadership
- Excellent relationship building and written and verbal communication skills
- Ability to work effectively in collaboration with colleagues in a team environment
- Excellent organizational skills, ability to work independently, meet deadlines, work under pressure, and provide information accurately and quickly upon request
- Possession of a valid driver's license and passport
- Advanced computer skills in Microsoft Office

Additional Notes/Working Conditions:

- Extensive highway driving and air travel may be required
- Hours of work may require occasional evenings and weekends

As a member of the AUPE bargaining unit (Local 071/006), this temporary full-time position falls under a classification 6 (six). The starting annual salary is \$55,354 – \$59,313 dependent upon skills, education and experience.

How to Apply

>>>Please submit applications via our [careers page](#). The application must include a cover letter and a current CV.

Applications must be submitted in a single PDF document.

Once you have created an account, choose the “Upload Resume” option. You will only be able to upload one file, so **make sure all required material is combined into a single PDF document**. Incomplete submissions may not be considered. Once you have submitted your application, **you will not be able to make changes or add additional documents**. Please visit ACAD’s [How to Apply](#) page to ensure your application is complete prior to submission.

Review of applications will begin on August 20th, 2018 and will continue until the position is filled or the search is closed.

Further information about ACAD is available on our website at www.acad.ca.

ACAD is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the institution. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at foip@acad.ca.

While we thank all candidates for their interest, only applicants selected for an interview will be contacted.