



Columbia College

Vancouver, Canada

Founded in 1936, Columbia College is Canada's oldest international college. Located in Vancouver, the college has prepared thousands of young adults for entry into leading universities in Canada and the United States.

INTERNATIONAL RECRUITER/ADMISSIONS OFFICER

Position Overview

The main responsibility of the International Recruiter/Admissions Officer will be to undertake extensive international travel (up to 24 weeks per year) to promote the college to potential students and their parents. This will involve attending education fairs and seminars overseas.

The candidate's duties/responsibilities include, but are not limited to:

- Acting as the principal contact for recruitment of students primarily from the China market.
- Planning and executing recruitment trips to China, and other markets if required, several times per year.
- Maintaining and developing a relationship with the College's local and overseas representatives (agents) and schools.
- Designing and implementing domestic recruitment and marketing initiatives in Vancouver area to increase local transfer enrollment.
- Meeting and counselling prospective students on admissions prior to, during and after their applications to the college.
- Responding to phone, email, and walk-in enquiries regarding admissions.
- Evaluating applications and making admissions decisions.
- Undertaking additional admissions/recruitment tasks as required.

Qualifications:

- Bachelor's degree from a recognized post-secondary institution and a minimum of 2 years related experience in recruitment and marketing.
- Strong interpersonal and communication skills, including excellent oral and written English skills, and outstanding presentation skills.

- Familiarity with high school system in Canada and other countries (mainly China, Hong Kong and Taiwan).
- Knowledge of the BC Post-secondary educational system.
- Ability to prioritize tasks and show results with minimal supervision.
- Fluency in Mandarin (additional fluency in Cantonese would be an asset).
- Proficiency in MS Office applications and other standard computer software.
- Experience in international admissions/recruitment in a secondary or post-secondary institution in Canada.
- A valid passport and the ability and willingness to travel extensively.

The successful applicant must undergo criminal records check.

Compensation

The annual salary range for this position is \$56,000 - \$69,000.

Please submit a cover letter and resume (consolidated into one PDF or Word document and saved under the applicant's full name) before **October 15th** to Denise Guiblejman, HR Manager at careers@columbiacollege.ca

We thank all applicants for their interest in the position, only those selected for an interview will be contacted.