



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 some of the leading universities in Canada and the United States.

ADMISSIONS SECRETARY

Position Overview

The Admissions Secretary is responsible for providing a broad range of organizational and administrative support to the Admissions department. This position works closely with the Admissions Officers/Recruiters and with the Director of Admissions in establishing work priorities and workflow for the department.

This is a full-time position (35 hours/week): Monday to Friday from 9:00am to 5:00pm.

The starting date for this position is **February 2018**.

Position Responsibilities:

- Respond to written, telephone and in-person admissions enquiries from students, parents and representatives.
- Answer general academic programme enquiries from visitors to the College.
- Create files for new academic student applications and, as necessary, follow-up with applicants and their representatives to help them complete their applications.
- Produce letters of acceptance and guardianship documents for students admitted to academic programmes.
- Verify standardized English examination results submitted by new applicants.
- Schedule assessment testing for academic programme applicants.
- Set up course planning/registration appointments in consultation with Student Services.
- Update bursary information form in consultation with Student Services and produce annual "Estimated Cost of Studies" form.
- Maintain an updated list of college representatives.
- Produce new and updated contracts and certificates of appointment for college representatives.
- Undertake additional admissions department administrative tasks as required.
- Manage CAMS (ERP) Admissions module.
- Availability during registration and orientation during each semester (three per year).

QUALIFICATIONS, SKILLS & ABILITIES:

- Diploma or certificate.
- Minimum of three-year experience or the equivalent combination of education and experience.
- Competence in Word and Excel.
- Ability to learn other systems as required.
- Experience with ERP systems is an asset.
- Proven and effective administrative skills.
- Team player.
- Ability to actively engage with a broad range of demographics.
- Excellent interpersonal, verbal and written communication skills.
- Ability to work well with little supervision.
- A high degree of professionalism, tact and maturity.
- Ability to effectively manage time.

Please submit a cover letter and resume (consolidated into one PDF or Word document and saved under first and last name) before January 15th, 2018 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.