**Recruitment and Communication Coordinator (YUSA-10905)**

York University is known for championing new ways of thinking that drive teaching and research excellence. Our 53,000 students receive the education they need to create big ideas that make an impact on the world. Meaningful and sometimes unexpected careers result from cross-discipline programming, innovative course design and diverse experiential learning opportunities. York students and graduates push limits, achieve goals and find solutions to the world’s most pressing social challenges, empowered by a strong community that opens minds. York U is an internationally recognized research university – our 11 faculties and 24 research centres have partnerships with 200+ leading universities worldwide.

We are currently recruiting for a Recruitment and Communication Coordinator to work with Student Services & International Relations at the Schulich School of Business for this exciting 2 year contract opportunity.

Are you a business professional with experience in Recruitment and Admissions? Do you have experience in the area of travel for Recruitment purposes? Do you possess effective communication skills including excellent public speaking skills as well as the ability to deliver presentations to audiences of ranging sizes? Do you possess demonstrated interviewing skills including tact, diplomacy and empathy? Do you have experience with relationship building as well as experience with Customer Relationship Management systems? If so, keep reading!

In this role, you will support the recruitment activities within the Admissions & Recruitment Unit. This position will participate in the development and implementation of strategic plans to cater to niche programs offered within the Schulich School of Business. Core responsibilities include acting as a Brand Ambassador on behalf on the recruitment team in fair visits to interview candidates and deliver effective presentations to small/large groups, researching and implementing effective on-line communication strategies with prospective/newly admitted students, as well as, training & coordinating student ambassadors for onsite/offsite events.

To be considered for this opportunity, you will possess:

A University Degree (B.Com, BBA, iBBA, with a focus on marketing and communications preferred), or an equivalent of 4 years recent experience (defined as within the last five years) working at York University and performing the same or similar tasks. This education equivalency is in addition to the experiential requirements. In addition, the successful incumbent will possess 2 years of recent directly related work experience in the area of travel for recruitment purposes, plus direct experience in recruitment and admissions (specifically performing lead generations, pipeline management through customer relations management programs and applications; conducting presentations, admissions interviews and assessments, facilitating admissions decisions), preferably targeting graduate students in professional programs.

***To apply to this exciting opportunity or for full position details, qualifications and application procedures go to*** [***www.yorku.ca/jobs***](http://www.yorku.ca/jobs)**and refer to posting# YUSA-10905.**

***We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit:*** [***http://hr.info.yorku.ca/benefits/***](http://hr.info.yorku.ca/benefits/)

*York University is committed to Employment Equity and encourages applications from all qualified candidates. The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code. York University is committed to employment equity and diversity and a positive and supportive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation. Please note, only those selected for an interview will be contacted.*