

**Graduate Admissions Officer, Centre for Digital Media****Location: Vancouver, BC****Salary commensurate with experience****Start date: ASAP****6-month contract****Application Deadline: January 18, 2018**

The Centre for Digital Media (thecdm.ca), home of the Master of Digital Media (MDM) and Pre-Master of Digital Media (Pre-MDM) programs, is seeking a Graduate Admissions officer.

The successful candidate will be responsible for managing the student admissions process to matriculation

**Roles and Responsibilities**

- The identification of qualified prospective students for the programs; assess students for eligibility and suitability.
- Liaising with the Dean of Graduate Studies and MDM faculty to ensure students are admitted in a timely manner according to MDM and Pre-MDM admission requirements;
- Evaluating MDM and Pre-MDM applicant transcripts to provide accurate GPA information for faculty and SFU Graduate studies;
- Maintaining contact with potential applicants to encourage their formal application to the programs;
- Administer the MDM program scholarship fund, ensuring fairness and accountability are maintained;
- Organize the admissions process, including coordinating input from faculty, set up and manage the committee meetings, ensure faculty review applicants in a timely fashion, assign faculty students to review when applicable.
- Organize, schedule and interview all shortlisted candidates with faculty for both programs.

**Required Qualifications**

- Bachelors degree. Masters degree preferred.
- Minimum of 3-5 years experience in admissions.
- Demonstrated experience in undergraduate credential evaluation of domestic and international applicants including familiarity with IELTS and TOEFL systems.
- Skilled in the use of student information management systems (SIMS, PeopleSoft) and standard office applications (e.g. word processing, PowerPoint, spreadsheets)
- Superior critical thinking and analytical skills.
- Strong ability in understanding, and implementing university policies and regulations related to admissions and student privacy.
- Patience and persistence in navigating bureaucracy.
- Superior organization and time management skills
- Strong understanding of the MDM program objectives and translating those clearly and concisely.

We appreciate all applicants for their interest; however, only those selected for interviews will be contacted.

**Please e-mail a cover letter and resume to Dr. Richard Smith at [smith@thecdm.ca](mailto:smith@thecdm.ca)**