**Admissions Counsellor**

# Description of the College

Fraser International College (FIC), in association with Simon Fraser University, offers university pathway programs to international students and is based on the campus of Simon Fraser University in Burnaby. FIC is managed by Navitas Limited with colleges in Canada, the USA, Australia, Singapore, New Zealand, and the United Kingdom.

For more than two decades, Navitas has accelerated the internationalization of university campuses around the globe, providing international students greater opportunity and access to high-quality learning experiences.

Navitas is seeking to employ an **Admissions Counsellor** to join our North American team in Burnaby, BC.

TO APPLY:

Please send cover letter, resume, and references in **one file** to the Human Resources Department.

Reference job code **0318FICAC.**

Applications will be accepted until **11:59pm Pacific Standard Time on Wed. March 21st, 2018**.

Applications may be considered for similar positions.Applications may be considered for similar positions.

THE ROLE:

Reporting to the Director of Admissions (Canada), this position will be part of the Marketing and Admissions team to assist in the processing of student applications, provide marketing support, and conduct conversion activities for both Fraser International College (FIC) and the International College of Manitoba (ICM).

KEY RESPONSIBILITIES:

* To accurately assess and process applications through the CRM system, enter related data and issue offer letters within the appropriate time
* To contribute to the revision of policies and to improve efficiencies in the Admissions department
* To follow up with agents and students on any changes in the application prior to the student arriving at FIC/ICM
* Actively provide timely information that will help students in their decision-making process.
* Respond to phone and email enquiries from potential students and agents regarding a student application
* Manage day to day relationship with external third parties working with the marketing and admissions department
* Maintain the student e-filing system at FIC/ICM
* Produce reports for the Director of Admissions as appropriate
* Assist Marketing and Admissions team with enquiry & conversion management
* Assist at Reception when required.
* Assist with the planning of visitor itineraries and student activities
* Assist with e-Marketing activities
* Support the Marketing and Admissions team and in country marketing teams.
* Other duties as required.

# ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

* Bachelor degree
* Fully fluent in written and spoken English
* Demonstrated effective interpersonal communication skills
* Demonstrated problem solving skills
* Advanced Computer Skills
* Legal right to work in Canada

# Desirable Skills

* Experience in an education environment
* Experience in a multicultural environment
* Fluency in a second language

# What We Offer

Navitas is an Equal Opportunity Employer. We offer a competitive compensation and benefits package, and are a values-driven employer.

Successful applicants will be subject to relevant pre-employment checks, which may include a Criminal background check and professional references checks.

Please be advised that candidates with the legal right to work in Canada at time of application will be considered.