



Columbia College

Vancouver, Canada

Since 1936 Columbia College has offered quality educational programs designed to prepare students for university admission. These programs include a University Transfer Program that is fully integrated into the BC Transfer System, a Secondary Program that is certified by the Province of British Columbia, and a full-time Academic Preparatory English Program that is accredited by Languages Canada. Thousands of students, both Canadian and international, have progressed through Columbia's programs to successful Canadian universities.

Admissions Assistant

Columbia College is looking for a full-time Admissions Assistant to join our Admissions department. The working schedule is **Monday to Friday from 9:00 am to 5:00 pm (35 hours per week)**. The starting date is in September.

SUMMARY:

The Admissions Assistant 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, Admissions Manager and with the Director of Admissions in establishing work priorities and workflow for the department.

DUTIES/RESPONSIBILITIES include, but not limited to:

- Respond to calls and written 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.
- Track daily/weekly/semesterly admission applications, payments, conversion, and registration.
- Produce Offers of Admission and Letters of Acceptance for students and send to students/representatives along with official receipts from the Accounting Department.
- Verify standardized English examination results and National Examination Results from certain countries 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 system) Admissions module.
- Forward homestay/custodianship applications to the Homestay Department.

QUALIFICATIONS:

- Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience.
- Ability to effectively use information technology such as word processors, spreadsheets, database, web authoring, Microsoft Office Suite.
- 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.

Salary:

Columbia College offers a competitive salary based on qualifications and experience. All Columbia College employees are covered by the Columbia College Employment Agreement which includes full benefits, a generous RRSP plan and vacation once confirmed.

APPLICATION:

Please submit a cover letter and resume (consolidated into one PDF or Word document and saved under first and last name) before September 13th, 2019 to careers@columbiacollege.ca

The title “Admissions Assistant” should be included in the subject line.

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