



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 13<sup>th</sup>, 2019 to [careers@columbiacollege.ca](mailto: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.