A. IDENTIFICATION

Position Title: Admissions Recruiter
Department: Admissions, Student Services
Position Report to (Title): Manager, Admissions Evaluation

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

Evaluates applications for admission and transfer credit at a professional level involving judgments based on complex criteria. On a rotating basis, monitors the process of Diverse Qualifications applicants; prepares a report for the Diverse Qualifications Admissions Committee; and attends their meetings as a resource person. Participates in the recruitment of new students to the University by providing information to individuals or to groups either on campus or off campus in a variety of educational, community and professional settings. Communicates information to a broad audience regarding admissibility to academic programs, the receipt of financial aid, scholarships, residence places and other services, which act as major factors in the choice of post-secondary institution. Works closely with other members of the University's student recruitment team and contributes to the development of admissions policies and procedures, entrance scholarships and relevant information systems development. Participates with on-campus events as part of the recruitment strategy.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done.

Determines admissibility of applicants from secondary and post-secondary institutions in Canada and abroad. Conducts research of institution(s) the applicants have attended and performs computations and conversions of their grade point averages. Maintains and updates file on accreditation and educational grading systems of both domestic and foreign secondary and post-secondary institutions. Assesses admissibility of special applicants such as mature students, special entry and students with English as a second language.

Determines transfer credit for work completed at other institutions, especially those outside Canada. Conducts research and analyzes educational systems and practices in Canada and other countries. Vets applications from students applying to take work at another institution for transfer to their SFU program, assigning transfer credit within allowable limits as determined by Senate and/ or departmental policies.
Assesses and verifies international documents for authenticity and appropriateness.

On a rotating basis, consults with the Associate Director, Admissions, to determine priorities and processing as related to Diverse Qualification Applications. Prepares a report of the applicants for the Diverse Qualifications Admissions Committee (DQAC) and attends their meetings as a resource person. Maintains semesterly reports from the DQAC committee.

Represents Simon Fraser University during visits to secondary schools and colleges throughout B.C. and Canada and on campus Talk and Tour during which presentations are made to groups of prospective students, counselors, teachers and parents on the benefits of attending SFU. These presentations require significant knowledge of academic offerings, admission to the University from a variety of backgrounds and several other related areas, which include the following:

- Preparatory work, which can be completed at SFU, for admission to various professional programs offered elsewhere.
- Opportunities in Co-operative education.
- International and Exchange Student programs.
- Facilities (libraries, labs, etc.) and/or special or unique teaching resources.
- Entrance scholarships.
- Educational costs, other scholarships and financial aid.
- Housing and residence.
- Research activity by faculty.
- Possible careers as they relate to academic programs.
- Demands of those entering the transition from secondary school, college or employment to study at the University level.
- Special requirements for non-English speakers or students-studying in Canada on Visiting International Student Authorization.
- Special facilities or arrangements which can be made to meet certain needs such as those of the physically challenged.
- Intramural sports, clubs and societies.
- Varsity sports programs available at SFU and NAIA/CIAU in general.
- Program and services offerings at other competing post-secondary institutions.

Implements the University's recruitment strategies by representing those qualities about SFU and post-secondary education in B.C., which will ensure that the interest of both potential students and the University are being met.

Recruits students through on-campus interviews where advice is provided to individuals and groups of prospective students on the benefits of attending SFU, admissions process and adjustment to the University.

In their day to day contact with potential students both on and off campus it is necessary that Admissions Recruiters keep abreast of changes and trends to post-secondary education. Furthermore, they can and will be called upon to interpret University policy in the field, in an interview on campus or during a Talk and Tour, and must not only provide knowledgeable, consistent information but must do so in a way that shows good judgment and speaks well for SFU.

Attends regular departmental meetings as required.
Provides input to admissions policy-making with the Associate Director, Admissions, or Director of Admissions, to ensure policy is reviewed and developed in a timely manner.

Develops and maintains a network of contacts and resources with designated B.C. Community College or Colleges and provides feedback to Director of Recruitment for policy development and for setting entrance scholarships and recruitment priorities for the University.

The incumbent will be required to assist in information systems development, testing and implementation. They must be adept at operation of a wide variety of software packages (Filemaker Pro, Microsoft Word, Excel, PowerPoint, etc.). Each Recruiter will contribute to the promotion of the University utilizing the Internet and the World Wide Web.

Maintains resource inventory of published information on world educational systems and a record of relevant decisions, which can be used as precedents.

Works on projects relating to admission and transfer credit as assigned by the Associate Director, Admissions, or the Director or Admissions.

Where/when possible pursues professional training opportunities and/or professional development (i.e., conference, computing tutorials, etc.).

D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent reply on established policies or advice from others in making these decisions?

Admissions Recruiters are expected to make admission decisions, including the assignment of transfer credit. All of these decisions require sound judgment and a thorough understanding of educational systems from across Canada, the U.S. and abroad. While certain complex decisions will require consultation with the Associate Director Admissions or Director (e.g., Mature Students, Special Entry, etc.) it is expected that the incumbent will be informed and able to make considered recommendations for action.

On a rotating basis, ensures that the Diverse Qualification Committee (DQAC) uses the 'holistic' criteria to score the applicant's accomplishments and potential. A number of factors besides academic merit are taken into consideration. Each application will be individual in nature and will require an individual assessment based on the information submitted by the applicant. No two applications will be alike but the overall criteria will be adhered to. The elected members of the DQAC committee will not further scrutinize those who are given a zero rating, so good judgment is necessary.

The incumbent must have a thorough understanding of the Diverse Qualification Policy as well as all other Undergraduate Admissions Policies approved by Senate. It is imperative that the Admissions Recruiter must be able to make logical, accurate and diplomatic decisions while recruiting students off-campus and in the admissions office.

Decisions in the field are normally those requiring sound judgment and often call for significant amounts of interpretation of complex questions. These questions may come from a variety of sources such as prospective students, counsellors, teachers, principals, parents, etc.
and may involve sensitive public relations issues often involving administrative or academic departments outside of the Registrar's Office. These decisions must be communicated to the individuals affected in a diplomatic yet unambiguous manner.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Those decisions which may likely lead to some contact with upper levels of administration at the University.

Those decisions, which are likely to require consultation amongst various officers outside the Registrar's Office both with the University community and amongst others at the secondary, post-secondary, and Ministry level. Sound judgment must be exercised with respect to any decision, which may later result in appeal to higher level of authority and/or adjudication.

Admissions decisions based on special circumstance rest with the appropriate Senate committee, but the incumbent is expected to provide preliminary guidance to the applicant to ensure that the appeal process is not used frivolously.

E. SUPERVISION EXERCISED

*Indicate the number of employees for whom the position is responsible.*

Number of employees reporting directly to the position. 0

Total number of employees for whom the position has direct responsibility. 0

F. SUPERVISION RECEIVED

*Describe the extent to which the supervisor determines the day to day workload of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.*

The incumbent must work independently of direct supervision for substantial periods of time when representing the University. General direction is received and the Associate Director, Admissions, monitors performance. Policy with respect to admissions policies and the management of admission decision making shall come directly from the Director, Admissions.

The Associate Director on a periodic basis assigns tasks and priorities. Tasks might be ongoing or the Associate Director might set a specific deadline.

Direction regarding entrance scholarships, recruitment strategies, tour office, range of visits and budgetary matters shall come directly from the Director, Student Recruitment.
G. **UNUSUAL WORKING CONDITIONS**

\textit{Describe unusual working conditions, specialized assignments or any other aspect of the work that should be considered in evaluating this position.}

On a rotating basis, the admissions Recruiter will attend the Diverse Qualifications Admissions Committee meeting as a resource person where the committee members will determine eligibility under the Diverse Qualifications Admission Policy based on a broad admissions criteria beyond academic merit which could include other forms of academic or creative achievement (e.g. publications, community service, athletic or artistic ability).

H. **UNUSUAL WORKING CONDITIONS**

This position requires travel throughout B.C., Canada and abroad on occasion. It may mean regular weekend and evening travel using various methods of transport. It is therefore imperative that the incumbent has no difficulty operating his/her own and various forms of rental vehicles. Additionally, the incumbent must be prepared to use a variety of aircraft in order to reach required destinations on time and be prepared to represent the University in an acceptable manner. This travel may include several weeks (two to three weeks) away from home each year.

In view of the fact that the incumbent is usually the sole representative of the University, it is important that particular attention be paid to personal appearance and manner at all times.

The incumbent must be prepared for a variety of circumstances to occur at any given time as a result of public presentations, current affairs or policy decisions which may affect the post-secondary community, the potential applicant/student or both. It may call for skills ranging from the ability to improvise in certain physical settings to the use of diplomacy, tact, and firmness in the delivery of information and explanations to sometimes disgruntled applicants, counselors, parents, etc.

Must show discretion and responsibility in the use of limited travel funds and report on these in accordance with those procedures established by both the University and within the Office of the Registrar.

Must preserve and maintain the confidentiality of student data and records.

Must operate under tight deadlines of a trimester post-secondary environment.

I. **ENTRANCE QUALIFICATIONS**

\textit{What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?}

Undergraduate degree with three years of related experience or an equivalent combination of education, training, and experience.

- In-depth knowledge of Canadian and international secondary and post-secondary educational systems.
• Excellent communication skills, both written and oral, as well as an ability to exercise diplomacy and tact when administering University policies.
• Strong, analytical, computational, and problem solving skills.
• Ability to work independently and effectively with minimum supervision.
• Ability to exercise mature judgment and initiative.
• Excellent interviewing and public speaking skills.
• Excellent organizational skills.
• Proficient in the use of a variety of software database, spreadsheet, word processing, and presentation applications (e.g., Filemaker Pro, Excel, Word, PowerPoint).
• Good internet skills.
• Understanding of cross-cultural relations.
• Working knowledge of French or another language.
• Ability to travel and ability to arrange suitable transportation for local travel.

J. ORGANIZATIONAL RELATIONSHIPS
Indicate in the appropriate blocks the title of the position to which this position reports and the titles of the positions reporting directly to it. If more detail is required, add additional blocks.

J. APPROVALS
Incident's Signature: Date:

Supervisor's Signature: Date:

Signature of Next Administrative Level: Date: