A. **IDENTIFICATION**

Position Number: 00123117

Position Title: Associate Student Recruiter

Department: New Student Enrolment & Transition, Student Services

Position Reports to (Title): Senior Student Recruiter or Student Recruiter

Description Prepared by: Date: Jan 18, 2018

B. **POSITION SUMMARY**

As a member of the recruitment team, Associate Student Recruiter works under the mentorship of Student Recruiters to acquire a broad knowledge of Simon Fraser University’s academic programs, admission, and registration process, student services, resources and facilities, scholarship, financial aid, and career opportunities, etc.; represents the University by conducting presentations to groups of prospective Aboriginal students, counselors, teachers, and parents; designs advertisements; evaluates a wide range of admission categories and determines the admissibility of prospective undergraduate applicants; conducts research for the development of recruitment strategies; and organizes and participates in recruitment events.

C. **ENTRANCE QUALIFICATIONS**

Successful applicant will have completed three years of a Bachelor’s degree program and possess one year of related experience, or an equivalent combination of education, training, and experience; excellent knowledge of Aboriginal post-secondary education issues; excellent understanding of Aboriginal cultures, particularly BC First Nations; excellent interpersonal, communication (both oral and written), presentation, public speaking, and analytical reasoning skills; skilled in the use of standard software applications and student information systems; and able to arrange suitable transportation for business travel.