

**Assistant Registrar, Recruitment (Sessional, Term)  
Registrar's Office**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

The Office of the Registrar consists of a number of units which provide guidance and expert advice to assist students on their path from high school through to Convocation. Under the direction of the Associate Director, Recruitment, the Assistant Registrar is an integral part of the recruitment team which is responsible for activities related to the recruitment of undergraduate students to Dalhousie.

**Key Responsibilities:**

- Provide recruitment and advising services to prospective students, primarily within Canada, with the goal of encouraging well-qualified students to seek admission to the University's programs.
- Represent the university at school visits, university fairs and other recruitment activities in an effort to acquaint students, teachers, guidance counselors, parents and community members with the opportunities available at Dalhousie.
- Establish and maintain rapport with students and their influencers through written and digital communications and other targeted industry events and activities.
- Share knowledge of Dalhousie's programs, services and admission requirements by speaking at special events on and off campus. Evaluate the outcomes of these activities and make recommendations for changes and improvements.
- Advise prospective students and supporters on admission requirements and pre-requisites for the suite of available programs at Dalhousie; deliver public presentations and seminars regarding course registration, student supports and transitions.
- Make admission decisions for direct entry programs across multiple faculties. Evaluate unique admission cases in accordance with admission policies, knowledge of Canadian education systems and understanding of international credentials.

**Note:** Significant travel is required for this position (up to three to four months per year). A valid Canadian driver's license is required.

**Qualifications:** Undergraduate degree, plus a minimum of one to three years of related administrative experience in a post-secondary environment (or an equivalent combination of training and experience) is required. Graduate degree will be considered an asset. Considerable experience in an ambassador role is required, with particular emphasis on demonstration of public speaking and communication skills, intercultural competencies, successfully working with diverse populations, diplomacy and relationship building. Knowledge of domestic and international high school programs is required. Experience with applications such as email, social media, communication platforms, databases (e.g. Banner), Microsoft Office Suite, Adobe/PDF is required.

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

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*Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity)*

**Apply online by June 18, 2018 to competition DPMG-18071.**

**Salary Range:** \$44,034 - \$59,575 per annum (ADM-04) This is a ten month sessional position from August to May, recurring for two years. Salary will be pro-rated to \$36,152 - \$48,912 (ten months per year). This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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