

# Undergraduate Recruitment & Community Engagement Manager

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## Position Details

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### Position Information

<b>Position Title</b>	Undergraduate Recruitment & Community Engagement Manager
<b>Department/Unit</b>	Computer Science
<b>Location</b>	Halifax
<b>Posting Number</b>	S123-20
<b>Employee Group</b>	DPMG
<b>Position Type</b>	Term
<b>Duration of Contract (if applicable)</b>	Two (2) years
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$45,142 - \$61,074 per annum
<b>Classification</b>	ADM-04
<b>Provisional Statement</b>	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

### About Dalhousie University

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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

### Job Summary

Dalhousie's Faculty of Computer Science is the largest academic centre for computer science programs and research in Atlantic Canada. Home to two core undergraduate programs, the Faculty contributes heavily to the growing technology and innovation ecosystem in Nova Scotia and beyond. The growing demand for skills in this area requires the Faculty to not only continue to attract new students from all over the globe, but also play an important role in supporting community partners within Nova Scotia's vibrant technology ecosystem.

Reporting to the dean of the Faculty of Computer Science (FCS), the Undergraduate Recruitment & Community Engagement Manager will manage undergraduate recruitment and community engagement on behalf of the Faculty, focussing on engagement with others, building relationships and partnerships with external groups.

### Key Responsibilities

- Working in close collaboration with Dalhousie's Registrar's office, develop and execute the Faculty's online and in-person recruitment strategy for Canadian and international students. Regularly report on recruitment activities and results to the dean and other key stakeholders.

- Research undergraduate recruitment markets, trends and opportunities within Canada and internationally, developing and revising recruitment strategies and tactics for individual markets and programs.
- Represent FCS at a wide variety of events (e.g. school fairs, community events, campus and classroom visits) in an effort to acquaint prospective students with FCS's opportunities and services.
- Develop a strategy to identify and build partnerships that align with FCS's missions and values with the goal of brand building and student recruitment. Promote the field of computing, strategizing new ways to get students interested in studying computer science.
- Act as an ambassador for FCS, creating meaningful partnerships with community organizations and K-12 education stakeholders (e.g. teachers, parents, students, guidance counselors, administrators).
- Serve as the point of contact within the Faculty for all community groups looking for support or to collaborate. Develop a process to assess requests, allocate supports, and connect organizations with the appropriate individuals and units on campus.

**Note**

Travel within the Maritime provinces will be required on an as needed basis and subject to ongoing pandemic guidelines.

**Qualifications**

Undergraduate degree, ideally in business, marketing, or related field, plus a minimum of three to five years relevant experience (or equivalent combination of training and experience). Experience in a post-secondary environment, recruitment, sales and/or business development preferred. Strong social media skills as well as experience in public speaking, event planning, marketing, and/or project oversight are required. Must have demonstrated strong interpersonal and communication (verbal and written) skills. Excellent organizational skills and the ability to work independently and strategically are required. Direct knowledge of Canadian high school programs as well as Canadian and international undergraduate Computer Science programs is strongly preferred.

**Job Competencies**

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Self-Awareness & Professionalism
- Integrity
- Respect & Inclusion
- Adaptability
- Knowledge & Thinking Skills
- Communication
- Service

**Additional Information**

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.

**Application Consideration**

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.

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, 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).

## Posting Detail Information

<b>Number of Vacancies</b>	One
<b>Open Date</b>	08/21/2020
<b>Close Date</b>	09/11/2020
<b>Open Until Filled</b>	No

### Special Instructions to Applicant

**Quick Link for Direct Access to Posting** <http://dal.peopleadmin.ca/postings/4194>

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## Documents Needed to Apply

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### Required Documents

1. Résumé / Curriculum Vitae (CV)

### Optional Documents

1. Cover Letter