



Employment Opportunity

University of Guelph-Humber
Toronto, Ontario

If you are looking for a career that involves meeting new people, public speaking, and travel, consider a position in Student Recruitment at the University of Guelph-Humber!

Position Title: Liaison Officer (3 contract positions available)

Department: Recruitment Services

Campus: The University of Guelph-Humber on the North Campus of Humber College ITAL

Duration: August 2006 – November 2006

Hours: 37.5 hours per week

Rate of Pay: \$18.41 per hour

Summary of Duties:

Under the general direction of the Liaison Coordinator, the Liaison Officer is responsible for ensuring that the University of Guelph-Humber meets undergraduate enrolment targets by generating a strong applicant pool of qualified students in an increasingly competitive environment. The incumbent exercises extensive independent action and judgement while travelling to 75-100 high schools within Southern Ontario and delivering dynamic and informative presentations about the University of Guelph-Humber. The incumbent will be responsible for preparing visit reports, assisting in the planning and implementation of recruitment events on and off campus, counselling prospective applicants, responding to inquiries, and other duties as assigned.

Qualifications:

Possession of an undergraduate degree required (preferably a graduate from the University of Guelph-Humber); relevant experience in the liaison, registrarial or student services environment, public relations or marketing or an equivalent combination of education and experience. Other qualifications include: outstanding public presentation and interpersonal skills, demonstrated understanding with all aspects of diversity in a secondary school environment, strong computer skills (email, word processing, and spreadsheets), flexibility and ability to act independently as well as in a team environment, well-developed judgement and problem-solving skills and superior organizational skills. A valid Ontario drivers licence is essential. Must be able to work non-traditional hours and some weekends.

We thank all applicants for their interest and wish to advise that only those selected for an interview will be contacted.

Please submit your cover letter and résumé by **Friday, April 7, 2006** to:

University of Guelph-Humber
Ritu Bhatnagar
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