



Recruitment Officer (REC 41205)
Recruitment
Reputation and Brand Management

Location: London

Employment Group: Support

Hours: 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

This position is subject to averaging of hours.

Pay Details: \$41.12 per hour

Closing Date: January 5, 2023

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Note: This is a full-time Support position (35 hours per week).

Duties: Reporting to the Manager, Recruitment, the Recruitment Officer (RO) engages with prospective students and influencers to provide recruitment information and activities in a way that maximizes applications to the College and encourages further opportunities for engagement. The incumbent is responsible for an assigned territory, demographic and/or a specific communication medium. The RO consults with teachers and community influencers to determine their needs for recruitment activities and build beneficial relationships. The RO requires a thorough and detailed knowledge of programs and services offered by the College and related services within the sector (OCAS, OSAP). They provide information sessions and tours as required. The RO utilizes software to track objectives, progress and provide timely reporting.

QUALIFICATIONS

- Post-secondary 3-year diploma in Business, Corporate Communications, or Public Relations
- Minimum 5 years' relevant experience in account management, sales, preferably including education environment/student recruitment and public speaking/presentations
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Exceptional presentation and customer service skills
- Experience with Customer Relationship Management (CRM) systems
- Experience in event planning would be an asset
- Posses a valid driver's license
- General knowledge of College policies, programs and services is an asset

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.