

EMPLOYMENT OPPORTUNITIES

Dated: May 3, 2011
8:30 a.m.

Expires: May 13, 2011
4:00 p.m.

ADMISSIONS OFFICER (INTERNATIONAL) Office of Admissions & Recruitment

Schedule II, Level 109
\$42,885 - \$58,513

Reporting to the Manager of Undergraduate Admissions, you will be responsible for assessing and evaluating undergraduate and professional applications for applicants primarily with international credentials in accordance with University policies, guidelines and criteria. Additional duties include processing admission decisions, evaluating ESL requirements as well as tracking applications. In your role you will also be responsible for supporting international agents through responding to general inquiries about the application process, admission requirements and post-admission steps for international applicants. Participation in international student recruitment initiatives may also be required.

You have a university degree along with a thorough understanding of international educational systems and credentials. You are an excellent problem solver with well-developed research, organizational and analytical skills. You have exceptional written and verbal communication skills, highly developed presentation skills and a focus on providing high levels of customer service. The ability to multi-task, meet strict deadlines and handle heavy workloads are essential. A demonstrated commitment to work as a team player along with a willingness to work evenings and weekends on occasion would be an asset. Preference will be given to bilingual applicants with a second language other than French.

Please send a cover letter and resume with the names and contact information of three references by **May 13, 2011** to:

Office of Human Resources
University Centre
Room UC-0003
Fax: 807-346-7701
Email: human.resources@lakeheadu.ca

AN EQUAL OPPORTUNITY EMPLOYER

We appreciate your interest; however, only those interviewed will be notified.