

# EMPLOYMENT OPPORTUNITIES

**Dated: July 12, 2011**  
**8:30 a.m.**

**Expires: July 26, 2011**  
**4:30 p.m.**

## **MANAGER, UNDERGRADUATE ADMISSIONS** **Office of Admissions & Recruitment**

**Schedule II, Level 110**  
**\$49,890 - \$66,283**

Reporting to the Director, you will oversee the work of the admissions officers and front line processing staff and the overall processing of the undergraduate admissions applications. You will be responsible for an admissions case load as well as determining the case load of other processing personnel. The increased efficiency of application processes and the continued improvement of office procedures is a priority. Coordination with the Manager of Undergraduate Recruitment on planning initiatives is expected. You are a member of the Student Affairs Division and will participate in special activities, student success programs, and convocation.

You have a Bachelor's degree, at least two years of relevant experience, outstanding organizational, communication and interpersonal skills, as well as sound knowledge and experience working with policies and regulations. People management and presentation skills are important in carrying out the duties of this position. Knowledge of policies pertaining to confidentiality of student information, willingness to work occasional evenings and weekends, and knowledge of student information systems (i.e. Colleague) is preferred.

Interested applicants are invited to submit a cover letter and resume with the names and contact information for at least three references, to:

Office of Human Resources  
University Centre  
Room UC-0003  
Fax: 807-346-7701  
E-mail: [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca)

AN EQUAL OPPORTUNITY EMPLOYER

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