

BURMAN UNIVERSITY

JOB DESCRIPTION

JOB TITLE	Enrolment Advisor
DEPARTMENT	Marketing and Enrolment Services
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
CLASSIFICATION	IC3
REPORTS TO	Director, Marketing and Enrolment Services
LAST REVISED DATE	September 3, 2025

POSITION SUMMARY

Responsible for contacting students at senior academies, recruitment fairs, tours, churches and other venues to encourage attendance at Burman University.

ESSENTIAL JOB FUNCTIONS

- Visit senior SDA academies across the Greater Toronto Area (GTA), Ontario Region, Eastern Canada and Eastern USA and other areas as assigned by the Director.
- Visit senior SDA academies across Canada prior to the North American Division (NAD) tour
- Visit College fairs and Christian (Non-SDA) Schools
- Arrange follow-up visits/application events with representatives from Finance and Admissions
- Provide PR visits/public speaking at weeks of prayer, youth rallies, conferences, weekend programs
- Visit churches to promote and encourage attendance at Burman University.
- Follow up with second visits to focus areas as needed
- Follow up contacts, assisted by student workers, by
 - Preparing and addressing packages
 - Maintaining database
 - Maintaining supply of application materials
 - Mailing follow-up letters and post cards
 - Communicating with prospective students
- Assist in planning and leading out during programming of U Experience, Northern Classic weekends, open houses, expos, campus visits and other similar campus recruitment events.
- Coordinate and collaborate with conference youth departments at camp meetings
- Represent Burman University and maintain the PR booth at camp meetings
- Complete special projects as assigned by the Director, including
 - Campus tours
 - New student retention efforts
 - Recruitment and PR on choir tour, band tour, etc.
 - Public speaking
 - Church programs

- Church/Conference youth programming

JOB STANDARDS AND REQUIREMENTS EDUCATION/TRAINING

- Four-year post-secondary degree

EXPERIENCE

- Minimum of two years' related experience

SKILLS

- Acts as an ambassador of the University in interactions with schools, churches and groups in the greater community
- Communicates with tact, diplomacy, and a multifaceted approach regarding conflicting opinions that require a variety of interpersonal skills to suit the situation.
- Work often requires analysis and professional thinking in assessment of problems that are broad in nature
- Able to work in a team environment and a self-starter when working independently, making work-related decisions with little instruction.
- Detailed, organized and creative
- Exceptional phone skills
- Keen interpersonal skills (people and social)
- Self-reliant and takes responsibility
- Builds relationships quickly

PERSONAL

- Work involves alertness and concentration to complete job tasks.
- Ability to exert light physical effort (up to 5kg)
- Flexibility to work days, evenings and weekends as necessary
- Willing to travel and be away from home/campus for extended periods
- Loves and understands young people, valuing people and friendships.
- A member of the Seventh-day Adventist Church in good standing.
- Passionate about Adventist education, and supportive of the vision and mission of Burman University