

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Enrolment Advisor
DEPARTMENT	Marketing and Enrolment Services
CATEGORY	Contract
REMUNERATION SCALE	Individual Contributor IV
REPORTS TO	Director of Marketing and Enrolment

POSITION SUMMARY

Responsible for building rapport and connecting with students at Alberta public schools, recruitment fairs, tours and other venues to encourage attendance at Burman University.

ESSENTIAL JOB FUNCTIONS

- Visit public high schools in Alberta with the ELAA
- 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, church services, etc.
- 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 College Days weekend and campus visits
- Coordinate and lead out in youth activities at camp meetings
- Represent Burman University and maintain the PR booth at camp meetings
- Complete special projects as assigned by the Enrolment Manager, including
 - Campus tours
 - New student retention efforts
 - Recruitment and PR on choir tour, band tour, etc.
 - Public speaking

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Four-year post-secondary degree

EXPERIENCE

- One to two years' related experience

SKILLS

- Work in a team environment and a self-starter when working independently
- Detailed, organized and creative
- Exceptional phone skills
- KEEN interpersonal skills (people and social)
- Self-reliant and take responsibility
- Build relationships quickly

PERSONAL

- Flexibility to work days, evenings and weekends as necessary
- A member of the Seventh-day Adventist Church and passionate about Adventist Education
- Willing to travel and be away from home/campus for extended periods
- Loves and understands young people
- Values people and friendships