

# ADMISSIONS & ENROLMENT ADVISOR

Women Building Futures (WBF) is a non-profit organization that empowers women to become economically prosperous through industry recognized training. The Admissions & Enrolment Advisor is responsible for providing support to prospective students to apply and enrol to WBF training programs.

## Job Description

- Screen candidates by reviewing application packages; conduct initial phone interviews and pre-qualification review; conduct in-depth interviews to assess program requirements.
- Organize and conduct information sessions online and in locations in and outside of Edmonton.
- Provide insight to prospective students to understand the opportunities and potential challenges within the trades and driving/operating careers.
- Answer program application and initial funding questions.
- Identify and communicate applicant behaviors that may impact successful transition to employment.
- Create relationships with local resources to maintain a network of referral opportunities.
- Input applicant data to centralized database to ensure accurate records are maintained.
- Create unique applicant sourcing strategies leveraging traditional and non- traditional methods of recruiting.

## Knowledge, Skills & Abilities

- Strong communication skills – written and verbal.
- Comfortable with public presentations online and offline.
- Coaching and facilitation abilities – able to probe with strong open-ended questions.
- Awareness of cultural, economic, and social barriers to women in learning and employment.
- Ability to work in an agile work environment including offsite and telework arrangements.
- This position may require up to 25% travel within Alberta (with COVID-19 restrictions in place).

## Education & Experience

- College Diploma or University Degree in Human Services field/Career Development or equivalent experience
- 2 - 4 years work experience in social work, academia or non-profit
- 2 - 3 years experience in an admissions and enrolment focused role
- Advanced computer proficiency using MS Office and Customer Relationship Management (CRM) tools considered an asset.
- Experience working with confidential information and personal information records.
- Experience working with Government funding considered an asset.

There are 2 positions available and each position is a 2-year contract term.

Please note only short-listed candidates will be contacted. Open until suitable candidate is found.

Interested applicants can e-mail their cover letter and resume to:

<https://womenbuildingfutures.bamboohr.com/jobs/>