

# 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 and direction to prospective students to apply and enrol for WBF training programs.

## Job Description

- Manage projects for the student enrolment components in collaboration and communication with a larger team.
- Screen candidates by reviewing application packages; conduct initial phone interviews and pre-qualification reviews; conduct in-depth interviews to assess applicant suitability for specific programs.
- Organize and facilitate program information sessions online and in person.
- Provide insight to prospective students to understand the opportunities and potential challenges within the trades and driving/operating careers.
- Maintain knowledge of, and comply with, applicable funding, partnership sources, and regulatory requirements.
- Provide encouragement and support to candidates throughout the application process.
- Create relationships with community support providers to maintain a network of referral opportunities.
- Input applicant data to centralized database to ensure accurate records are maintained.
- Generate unique applicant sourcing strategies, leveraging traditional and non-traditional methods of recruiting.
- Collaborate with industry relations and partners to ensure program requirements and other program-specific information is communicated.

## Knowledge, Skills & Abilities

- Strong communication skills – written and verbal.
- Developed facilitation skills for public presentations both virtual and in person.
- Coaching and interviewing abilities – able to probe with strong open-ended questions.
- Demonstrated critical thinking skills and confident decision-making abilities.
- Awareness of cultural, economic, and social barriers to women in education and employment.
- Ability to work independently in an agile work environment including offsite and telework arrangements.
- This position may require up to 25% travel within Alberta (in compliance with any COVID-19 restrictions in place).
- Developed organization skills with an attention to detail.

## 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, preferably in an admissions/enrolment role.
- Project management experience is considered an asset.
- Advanced computer proficiency using MS Office and Customer Relationship Management (CRM) tools.
- Experience in documenting and managing confidential information and personal information records.
- Experience working with Government funding considered an asset.
- Experience working with Indigenous and culturally diverse women.

This position is based on a 2-year contract term, with the possibility of extension.

Please note only short-listed candidates will be contacted.

Closing Date: February 1, 2021.

Interested applicants can apply here:

<https://womenbuildingfutures.bamboohr.com/jobs/view.php?id=52>