



EMPLOYMENT OPPORTUNITY Admissions Associate

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

POSITION

Title:	Admissions Associate
Reporting to:	Coordinator of Registrar Services
Classification:	Administration Technician
Category:	Support Staff
Status:	Permanent, full-time
Working Hours:	Weekdays, 35 hours
Hourly Rate:	\$22.23 to \$29.05
Start Date:	As soon as possible

NATURE AND SCOPE

The Admissions Associate is responsible for performing various technical tasks of an administrative nature in support of admissions processes, as well as participating in registrar services and activities, specializing in the organization of files for international students and data reporting.

RESPONSIBILITIES

- Organizes and participates in the processing and evaluation of applications
- Provides frontline admissions information to prospective students, parents and guidance counsellors
- Participates in developing new procedures and optimizations related to admissions
- Liaises with other services as required, including financial aid, accessibility, student affairs and student recruitment

- Acts as first point of contact to international applicants and provides information to international students on their application, required documentation and medical insurance
- Collects, prepares and transmits international documentation to SRAM for evaluation
- Assists with the collection of data related to admissions and in the preparation of relevant reports
- Performs other related duties as requested

PROFESSIONAL ATTRIBUTES

- Highly organized with a proven ability to establish priorities and work with deadlines
- Capacity for initiative and an ability to assume responsibility, while working as part of a team
- Energetic, creative, detail-oriented
- Ability to interact effectively with a variety of people from within and outside the College
- Service-oriented with a proven track record working with the public in a welcoming, positive, and professional manner

QUALIFICATIONS

- Diploma of college studies (DEC) in an appropriate specialty
- Minimum of three years of experience in administrative work
- Knowledge of the Quebec educational system is an asset
- Experience working with social media platforms and presentation software is an asset
- Intermediate skills with Microsoft Office Suite, in particular Excel (testing may be required)
- Strong oral and written communication skills in English and French (testing may be required)

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your degree (incomplete applications will not be considered) no later than **1 pm on Monday, January 31, 2022** by e-mail to careers@marianopolis.edu.