Preference will be given to qualified full-time employees within the bargaining unit at Sheridan College. Should a suitable candidate not be found, external candidates will be considered.

**Admissions Advisor**

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| **Faculty/Department:** OTR Admissions | **Employee Group:** Support Staff |
| **Campus:** Davis (May be assigned activities at any Sheridan campus) | **Payband: I** |
| **Reference Number:** 19/S/25 | **Hourly Range:** $33.67-$39.02 |
| **Hours:** 8:30 – 4:30 | **Hours/Week:** 35 |
| **Application Deadline:** Wednesday April 17th, 2019  |

Reporting to the Manager, Admissions, the incumbent is a member of a team that supports the multi-term processing of post-secondary applications from the pre-application period through to fee payment for a diverse population of applicants including high school students, mature students, transfer students and those with education from outside of Canada. The incumbent provides direct support to applicants, students, faculty and staff on various complex admission matters, and liaises on applicants’ behalf with other departments. The incumbent applies program and admissions expertise to provide problem analysis and solution determination in all applicant matters, enabling applicants to meet their enrolment goals, while meeting the enrolment needs of the College. The incumbent supports the admissions component of the enrolment management process, analyzes business processes and develops recommendations.

**Specific Responsibilities Include:**

* Applying a strong understanding of both the Ministry and Sheridan admissions policies such that they apply decisions consistent with these documents;
* Interpreting and assessing transcripts in order to determine admission status and updating client information using the Student Information System (SIS) to ensure prompt data capture of student information and generation of applicant communications;
* Interpreting and analyzing statistical application data from point of application to fee payment as a contribution to the enrolment management process;
* Performing follow-up tasks to gather further information, complete record keeping and provide reports to management;
* Investigating and resolving conflicts with applicants as they pertain to the Ontario College Application Service database; Identifying trends in inquiries and problem reporting, and alerting the Manager Admissions of the potential problem and providing recommendations for resolution;
* Promoting Sheridan programs to prospective applicants including high school students, mature students, International students, transfer students and those educated outside of Canada (Internationally Trained Individuals or ITIs);
* Guiding and advising prospects, applicants and their influencers on general and/or specific admission requirements, application processes, Sheridan curriculum, career opportunities and postsecondary education, both at Sheridan and in Ontario;
* Providing academic program-specific support and guidance to the PLAR applicant from the point of pre-application to fee payment;
* Advising the staff of the Advisement Centre, Contact Centre, Recruitment, Records and Registration and coordinators in order to resolve prospect and applicant issues;
* Acting as a SME for the Academic Faculties and Service Departments and working collaboratively with these areas to offer the best possible customer service to ensure student success.
* Knowledge of admissions processes such as appeals, grade point averages, selection requirements for portfolios, withdrawals from programs, advanced standings and Prior Learning assessment;
* Generating applicant reports for the Office of the Registrar and Academic Faculties to oversee applicant communications; Alerting Manager Admissions to potential concerns in achieving established enrolment projections;
* Utilizing and reviewing materials regularly such as Sheridan’s academic calendar, website and print materials, Ministry guidelines, newsletters, the media, admission reports, enrolment plans and OCAS guidebooks to ensure that all information given is as up-to-date and as current as possible;
	+ Performs other duties as assigned;

**Qualifications:**

The Successful candidate will have completed a 3-year diploma/ degree or equivalent in the field of education, social sciences, information technology, business administration or any other related fields. The candidate will also have 3 years’ experience in a position processing complex information and specialized guidance. A thorough understanding of College programs, admission requirements, organizational structure and provincial /local educational structure, trends and legislation. The incumbent should have expertise in: application guidance, determining program eligibility, transcript assessment, assessing eligibility for advanced entry opportunities, report production for monitoring and overseeing applicant concerns, generating written and electronic applicant/student correspondence and functional use of a Student Information System (SIS). Proven analysis and problem solving skills, along with planning and coordinating strategies for students and their assigned portfolio.

**Please apply online:** [**https://careers-sheridancollege.icims.com**](https://careers-sheridancollege.icims.com)