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Recruitment Administrative Assistant, Coady International Institute 12 month term NSGEU Position

The Coady International Institute www.coady.stfx.ca is renowned for its leadership education programs, practical innovations and commitment to community development. Building on our strengths as Canada's only specialized institution dedicated to the professional education of development leaders from around the world the Coady Institute is hiring a Recruitment Administrative Assistant.

This opening beginning July 2011 for 35 hours per week. The salary range for this position is \$30,800.00 to \$32,600.00 depending on qualifications.

This position reporting to the Admissions and Recruitment Specialist will provide overall administration support to the Institutes recruitment activities including but not limited to;

Responsibilities include:

- Updates to contact lists and database;
- Review and respond to inquiries to registration and admission email accounts
- Update external correspondence as required
- Identify and follow-up on recruitment opportunities identified by the recruitment taskforce
- Assist the development of targeted recruitment information
- Assist the development of recruitment by graduates
- Assist the collection of information from graduates identifying how they heard about Coady Programs;
- Assist the development of a strategy to engage alumnus;

Qualifications/Skills:

- Minimum two-year, vocational or technical school education required; undergraduate degree would be considered an asset;
- High proficiency in using Microsoft Office Suite (Word, Excel, and PowerPoint, Access);
- Two to Three years' administrative support experience in an academic environment;
- An understanding of confidentiality, excellent interpersonal and communication skills, proven problem-solving skills and the ability to complete multiple tasks in a timely and effective manner to meet tight deadlines;
- The ability to provide a high degree of initiative, judgment and flexibility, and to prioritize work;

A review of applications will begin July 4th, 2011. To express your interest in this role, please direct your application (resume and/or portfolio) in confidence to:

Human Resources
St. Francis Xavier University
Email: careers@stfx.ca

Only those selected for an interview will be contacted. Preference will be given to Canadian citizens and permanent residents. If you are selected for an interview for the advertised position, proof of Canadian citizenship or permanent residency is required. StFX respects diversity and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities and members of sexual minority groups

