



STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada's only women's university providing instruction to over 1,500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

ADMISSIONS OFFICER Registrar's Office

(Permanent Fulltime, Annual Salary \$51,542 - \$61,061, depending on experience)

Reporting to the Associate Registrar – Recruitment & Admissions, the Admissions & Liaison Officer supports the Registrar's Office within the functional areas of admissions and recruitment. Key duties will include: the assessment of applications from domestic and non-domestic students; assisting with the logistical preparation and execution of the admissions and recruitment programs; representing Brescia at secondary school visits within Ontario; and preparing support material for the liaison program.

This fulltime position requires a thorough understanding of the university application process as well as knowledge of all admissions requirements usually obtained through related work experience in a university environment. The ability to prioritize and multi-task in a busy environment demonstrating initiative, flexibility and strong reasoning skills are as essential as well-developed communication and interpersonal skills. Some travel will be required to support recruitment initiatives; overnight travel is required.

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by 4:00 p.m. on Monday, May 13, 2019, to:

Brescia University College
c/o Human Resources
1285 Western Road
London, ON N6G 1H2

Email: brescia-positions@uwo.ca

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at brescia-positions@uwo.ca