Brescia University College is seeking applications for a six month contract Liaison Officer position. The contract Liaison Officer promotes Brescia University College within Ontario high schools in order to attract students to Brescia, and assists with operations within the Registrar’s Office. There are three positions available; two positions are available from May 4th – November 17th, and one additional position is available from August 31st – November 17.

QUALIFICATIONS
- recent bachelor’s degree, preferably from Brescia
- experience working independently and speaking in front of groups
- valid driver’s licence; please note, for the duration of the Fall travel season (September – November), rental cars will be provided for Liaison Officer use.

ACCOUNTABILITY
The Contract Liaison Officer reports to the Associate Registrar Recruitment & Admissions. She also functions as part of the Registrar’s Office team.

SKILLS
Superior interpersonal and communication skills. The candidate should be enthusiastic, flexible, and adaptable; comfortable with presentations and public speaking using different technologies and interacting with different age groups in a variety of locations. Excellent problem solving and organizational skills; customer service experience an asset. Independent travel is required; the candidate should have excellent time management skills.

RESPONSIBILITIES
May-August – Registration Assistant:
1. Taking part in Brescia’s Summer Orientation Program.
2. Assisting new and returning students with timetabling issues; working closely with Academic Advisors.
3. Providing tours of Brescia to prospective students and their parents.
4. Various office administration duties.
5. Booking of fall travel season (school visits); involves calling Ontario high schools and setting up liaison appointments.

September-November – Liaison Officer:
1. Complete training on the programs offered at Brescia, as well as general information about Western University, Huron University College, and King’s University College.
2. Extensive travel within Ontario to meet with students in high schools;
3. Representing Brescia University College in a professional manner at all times;
4. Making individual presentations to high school students, parents, and guidance staff;
5. Working as a member of a team with liaison staff from Western University, King’s University College, Huron University College or other universities within Ontario.

WORKING RELATIONSHIPS
The Contract Liaison Officer has regular working relationships with the Associate Registrar Recruitment & Admissions, the Senior Liaison & Outreach Coordinator, the Admissions team, other liaison staff and the Records and Admissions Information Officer. On occasion, the Contract Liaison Officer also works with liaison staff from Western University, King’s University College, and Huron University College.

WORKING CONDITIONS
The employment period for the Contract Liaison Officer runs May 4, 2020 to November 17, 2020. Hours of work may vary between days and evenings; some weekend work and overnight travel is required. During periods of required travel rental cars will be provided. The Contract Liaison Officer will be covered for travel expenses as outlined in Brescia’s Travel and Expense Policy.
Regular office hours within the Registrar’s Office are Monday-Friday 8:00am-4:00pm. Please note Summer Orientation Days this year include two evening sessions. Contract Liaison Officers will be asked to work these sessions and lieu time will be granted.

PAY:

During the period May 4 – August 28 @ rate of $14/hour based on a 35 hour week; the work will be primarily focused on assisting with new student transition as a Registration Assistant.

August 31 – November 17 @ rate of $1,500 every two weeks (due to irregular nature of hours); this period will be executed as a Contract Liaison Officer.

Differential in pay reflects level of responsibility and autonomy between the two work periods.

If you have questions related to this position contact:

Amanda Cox (acox25@uwo.ca) OR 519-432-8353 ext. 28261

Please forward your resume and cover letter to the St. James Welcome desk, St. James foyer, Attn: Amanda Cox, Associate Registrar, Recruitment & Admissions by March 4, 2020 (4:00pm).

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