



## **Student Recruiter & Marketer** **University nuhelot'jine thaiyots'j nistameyimâkanak Blue Quills**

### **Term Position**

University nuhelot'jine thaiyots'j nistameyimâkanak Blue Quills is celebrating almost 50 years of excellence in Indigenous education. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

Position is to establish and implement a recruitment/marketing strategy for UnBQ. Recruit in schools, local communities and surrounding First Nations communities. Makes presentations to groups & individuals. Serves as primary point of contact for the assigned outreach activities.

### **Duties and Responsibilities:**

1. Visits area schools, speaks to groups and individual students and meets with school counselors and administrators to promote outreach activities within assigned territory.
2. Manages and coordinates community workshops, recruitment efforts, arranges tours for interested students and parents.
3. Serves as point person for internal coordination of recruitment & enrollment management goals.
4. Provides career and academic counseling and advising to potential students utilizing knowledge learned about UnBQ.
5. Coordinates UnBQ participation in career and trade fairs.
6. Package and distribute resource materials for student recruitment.
7. Make suggestions to improve recruitment process & identify new markets.
8. Engage with prospective students via social media.
9. Performs miscellaneous job-related duties as assigned.
10. Disseminate UnBQ information of identified target groups

### **Job Requirements:**

1. Experience directly related to the duties and responsibilities specified.
2. Excellent communication skills and outgoing personality.
3. Ability to gather data, compile information and prepare reports.
4. Organizing and coordinating skills.
5. Ability to use independent judgement and to manage and impart confidential information.
6. Ability to take direction as well as use independent judgement and to manage an impart.
7. Knowledge of student recruitment and retention issues.
8. Skill in the use of computer applications and social media.
9. Ability to travel.
10. Have valid driver's license.

### **Posted: October 1, 2018**

Please submit a CV/resume with references to Christine Houle, Chief Financial Officer [tinah@bluequills.ca](mailto:tinah@bluequills.ca) or by fax 780-645-5215. Only applicants selected for interviews will be contacted. Position will remain open until a suitable candidate is found.