



OUT OF SERVICE JOB POSTING

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

JOB POSTING U0-082

CLOSING DATE: July 30, 2010

HIGH SCHOOL RECRUITMENT OFFICER

COLLEGE AND COMMUNITY RELATIONS

Note: This is a **full-time term** position, starting approximately September 1, 2010 up to and including June 30, 2011, and is expected to be located at Interurban Campus. Hours of work are Monday to Friday, 8:30 am to 4:30 pm (35 hours per week).

GENERAL STATEMENT

Reporting to the Associate Director, College and Community Relations, the High School Recruitment Officer is responsible for delivering high school recruitment presentations and attending education fairs. With minimal supervision, the High School Recruitment Officer independently conducts a variety of high school recruitment presentations on Vancouver Island and the Sunshine Coast requiring some travel and overnight stays, up to one week at a time.

TYPICAL DUTIES

Training/Preparation

- Attends current presentations, reviews documentation, meets with other college staff as required, and with the guidance provided by the supervisor, learns about the college, its strengths, its offerings, and how to best explain the diverse program options in order to provide presentations.

Dynamic Presentations

- Develops, prepares and delivers educational and dynamic presentations throughout Vancouver Island using PowerPoint and other presentation skills. Presentations are provided to a wide-ranging group including high school students, teachers, counsellors, and parents as part of the Post-Secondary Institution of BC (PSIBC) program.
- Collects, transports, sets up and dismantles equipment and promotional material required for presentations.

Evaluation

- Collects data, prepares and writes a summary of presentations provided.
- Maintains a system to inventory, log, and track presentations.
- Creates, updates and maintains a "How To" manual for the college's high school presentation program.
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

College diploma in arts, science, journalism, marketing or public relations and two years experience working at a post secondary institution or equivalent combination of education and experience. Demonstrated public speaking skills, as well as demonstrated initiative, the ability to work independently, and to lead and contribute positively to a team. Excellent verbal and written communication skills. Computer literate with word processing and spreadsheet/database skills (MS Office). Valid BC driver's license.

SALARY: Pay Grade 9, \$22.74 to \$24.29 per hour (JE 447)

NEW

Human Resources, Camosun College
3100 Foul Bay Road, Victoria, BC V8P 5J2
Phone (250) 370-3004, Fax (250) 370-3664
E-mail: hr@camosun.bc.ca

Camosun College is an Equal Opportunity Employer