

POSITION DESCRIPTION FORM (PDF)

Casual Part-time Support Staff

Position Title: Student Recruiter - HSAD

Position Number: [Click here to enter text.](#) **Pay Band:** 8

Reports To: Sandra Dupret, Principal/Dean, Haliburton School of Art + Design

Appointment Type: Other-details at right. **"Other" Hours Details:** Oct.21/19 – Mar.27/20

Scheduled Weekly Hours (maximum 24 hours per week): Up to 24 Hours per Week

PDF Completed By (Manager Name): Heather Cosh for Sandra Dupret

Effective Date: October 3, 2019 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Summarize the overall purpose of the position and why it is necessary within the organization. The summary should be a concise description (rarely more than two or three sentences) of the total position and should include only the most significant aspects of why the position exists in terms of its goal and objectives and its purpose in the College.

Reporting to the Dean, Haliburton School of Art + Design (HSAD), the Student Recruiter - Haliburton Campus Ambassador works with staff at the Haliburton Campus and other College departments in a number of outreach activities for potential HSAD students including but not limited to: assisting with development of a secondary school recruitment plan, delivery of the recruitment plan, including but not limited to - classroom visits, presentations, onsite workshops, arranging campus tours and secondary school visits, assisting with community liaison activities such as campus open houses, surveying graduates on future arts programming and community-based studio opportunities, and researching potential community partnership opportunities.

PART ONE: *(continued)*

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Active Recruitment of Future Students Actively engages with potential students and their influencers including parents and/or family members, guidance counselors, etc. in person or via phone; email and mail. Conducts formal presentation sessions to varying group sizes primarily off-campus. Participates in the annual province-wide College Information Program (CIP) tour, province wide trade shows, post graduate events at universities and secondary school visits.	70%
2	Special Events Participates in the delivery of Open House, College Information Program for elementary and high schools, and other special events to promote the College to prospective students and influencers of prospective students and the implementation of these plans. Organizes marketing materials specific to Academic Schools being promoted at program specific events and trade shows.	20%
3	Process Improvement Participates in the development of the annual corporate recruitment plan based on the evaluation and debriefing of the previous year's activities. Ensures that summaries of grad recruiter activities are recorded according to departmental guidelines and uses tracking templates to ensure accuracy.	5%
4	Other Duties As Assigned (<i>do not amend this section</i>)	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with

organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a one (1) year college certificate.

Field(s) of Study:

Any field of study, preference to graduates of a Haliburton School of Art + Design program.

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

Up to six months

Additional Skills & Abilities:

Relevant combination of education and recent experience, ideally in the arts. General knowledge of the Haliburton community is mandatory. General knowledge of the arts community. Some prior exposure to marketing and public relations. Excellent communication skills (written and verbal). Must have the ability to develop presentations and confidently speak to group audiences. Strong research skills. Excellent organizational and time management skills. Competence with personal computing and the use of common business applications.