

- Tracks and reports on the success of recruiting initiatives;
- Makes presentations to groups of students and/or other interested parties;
- Supports communication with prospective students and applicants through promotional materials, welcome letters and e-mail correspondence;
- Works cooperatively with the College and Community Relations department in the development of informational and promotional items including multimedia and website content;

Retention and Celebration

- Supports the administrative team in matters pertaining to data tracking and analysis, surveys, focus groups and projects;
- Coordinates departmental orientation sessions for new students;
- Supports communication between the school's students and occupational associations in matters pertaining to student membership;
- Coordinates and supports the organization of celebratory school events such as awards ceremonies etc. Support the school's departments in departmental celebratory events.
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Two-year post-secondary diploma in business, marketing or applied communication or an Associate Degree and three years experience or an equivalent combination of education and experience.

- Excellent organizational, presentation, written, oral and interpersonal communication skills.
- Demonstrated experience in project assistance and/or coordination, multitasking and time management.
- Demonstrated ability to work positively and professionally with the public and College staff, both in individual and group settings.
- Demonstrated ability to use Microsoft Office Professional suite software. Knowledge of basic web design and basic design of promotional materials.
- Valid Driver's Licence.
- Able to lift objects over 20 pounds, as required

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer