

# Admissions Supervisor

## Enrolment Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

## DUTIES

Supervise the operations of the Admissions Officers to ensure the team efficiently manages admissions of approximately 6,000 applicants annually to provide qualified students for approximately for 3,000 seats in 90+ academic programs; manages a portfolio of programs; resolves unique and/or complex situations involving applicants; analyzes and makes recommendations for improved processes and procedures. Responsibilities include managing attendance, payroll, scheduling, staff training, participating in hiring process; ensures admissions processes are current, and in compliance with the College's policies, department procedures, and provincial legislation.

## REQUIRED QUALIFICATIONS

- Diploma in a business related field. A combination of equivalent education and experience may be considered; Degree would be an asset.
- Customer service experience, preferably in a post-secondary setting
- Knowledge of RRC's admission policies and procedures, programs, program admission requirements, and articulation agreements
- Leadership and supervisory skills with the ability to lead, supervise, train, and motivate a team
- Excellent computer skills within a large complex customer database, Microsoft Word, Excel, Power Point and Outlook, and ability to learn, work, and train others, and manage a significant volume of e-mails
- Experience working with short and long term deadlines and self directed work with individual responsibilities
- Knowledge of RRC services for referral purposes
- Knowledge of high school and post-secondary educational curriculum, graduation requirements, and transcripts mainly within Manitoba but also within Canada, and related transcript authentication methods.
- Knowledge of Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Act (PHIA)
- Exceptional verbal and written communication and presentation skills
- Excellent active listening, observation, constructive criticism, and conflict resolution skills.
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

## ASSETS

- Experience with admissions in a post-secondary setting
- Experience with RRC's custom software - HUB, RRC Reporting, Catalogue Maintenance, etc.

## CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

## COMPETITION NUMBER

2021-055

## CLOSING DATE

May 7, 2021

## SALARY

\$52,465 - \$71,851 per annum

## POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

## POSITION TYPE

Full-Time Position Available

## APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At Red River College we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)