

**QUEEN'S UNIVERSITY SUPPORT STAFF  
POSITION SUMMARY**

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DEPARTMENT: Office of the University Registrar – Undergraduate Admission

POSITION NUMBER:

INCUMBENT:

TITLE: Admission Representative

GRADE: 6

**JOB SUMMARY:**

Reporting to the Admission Manager, and receiving day-to-day direction from a Senior Admission Coordinator, the Admission Representative is responsible for marketing the undergraduate programs at Queen's University to prospective students and other stakeholders, and motivating prospective students to apply for admission. More specifically, this will involve delivering presentations about Queen's University to varied audiences and advising on matters such as admission qualifications, program details, university life, student resources and support, and financial assistance.

This position is subject to the overtime averaging pursuant to Article 20.23 (a) of the Collective Agreement between Queen's University and United Steel Workers, Local 2010.

**KEY RESPONSIBILITIES:**

- Prepare and deliver a targeted presentation consistent with Queen's University's and the Office of the University Registrar's communication strategy
- Participate in secondary school recruitment activities and represent Queen's University at special events, both on and off campus. These will include, but may not be limited to, the staffing of information booths, classroom visits, information sessions, the Ontario Universities' Fair, the Queen's Fall Preview and March Break Open House.
- Provide admission counselling to prospective students, parents, guidance counsellors and other stakeholders
- Actively report back to stakeholders at the University regarding trends in the prospective student market
- Assist with the scheduling of recruitment visits
- Assist with the scheduling of training activities and the preparation of training materials
- Liaise with other units on campus (e.g. Queen's University International Centre, Queen's School of English, Faculty of Education, Office of Alumni Relations and Annual Giving) to build and coordinate student recruitment outreach programs

**REQUIRED QUALIFICATIONS:**

- Undergraduate degree (recent Queen's University degree preferred)
- Excellent presentation skills
- Familiarity with university life and activities
- Knowledge of university policies and priorities
- Experience delivering presentations to audiences of varying sizes
- A valid driver's license

**SPECIAL SKILLS:**

- Excellent verbal and written communication skills
- Excellent interpersonal and diplomacy skills as well as strong intercultural awareness
- Demonstrated ability in public speaking
- Ability to effectively market the benefits of a Queen's University education
- Excellent time management and organizational skills
- Ability to work effectively without supervision and under pressure during extended periods of time
- Experience working with software applications such as Microsoft Word, Excel and PowerPoint
- Ability to relate to secondary school applicants and prospective applicants
- Ability to travel out of town for extended periods and work irregular hours including evenings and weekends

**DECISION MAKING:**

- Prioritize own work to meet objectives and deadlines
- Decide when to refer issues to the Admission Manager
- Determine how to respond to challenging questions from secondary school officials, potential students and parents, alumni and other stakeholders

**SIGNATURES:**

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Incumbent

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Supervisor

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Department Head

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Date: