



# STUDENT SERVICES & RECRUITMENT COORDINATOR

RIDGE MEADOWS COLLEGE

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





## THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit [www.sd42.ca](http://www.sd42.ca).

## THE OPPORTUNITY STUDENT SERVICES & RECRUITMENT COORDINATOR

Reporting to the Manager, Ridge Meadows College (RMC) and working in collaboration with instructors, Program Chairs, and office staff, the Student Services & Recruitment Coordinator provides assistance, advice, and guidance to support the academic and school-life needs of the college's students. The Coordinator develops and maintains academic resources, organizes graduation activities, and conducts student orientations, course kick-offs, and other student events. The Coordinator will also take a lead role in advertising the college's programs at hiring and post-secondary fairs, as well as other public events.

### RESPONSIBILITIES

1. Identifies student needs, provides advising services, and assists with resolving academic problems, addressing schedule inquiries, guides students through appeals processes and other study related questions. Provides timely front-line support for student issues or concerns.
2. Provides primary support throughout the student lifecycle. Coordinates and maintains programs and activities to advise, engage, retain and recruit students at/to the college. Monitors the quality of the student academic experience.
3. Attends and represents the college at job fairs, trade shows and other events designed for recruitment and general public awareness.
4. Takes on supervisory oversight of administrative support staff outside of regular office hours, or as needed in the absence of the Manager, and participates in staff recruitment and performance management as may be necessary.
5. Develops welcome packages and conducts student orientation. Assists with implementing and reinforcing college policies and procedures.
6. Conducts student exit interviews upon program completion/graduation and reports on feedback themes to guide programming and service improvement decisions.

7. Updates and organizes the college's websites, social media posts, student bulletin board, and other student resources, such as the College Career Centre.
8. Participates as a member of the marketing committee.
9. Leads the organizational efforts for annual graduation ceremony. Coordinates staff, special guests, and volunteers to ensure a successful event.
10. Compiles and files employer forms related to work experience, and other career related information and may assist with student placements, practicum assignments and tracking.
11. Assists with course registration/enrolment during busy periods as necessary.
12. Completes assigned reports and standardized forms.
13. Provides exam invigilation for instructors and students as may be required.
14. Provides post-graduation support services, including alumni networking and event organization.
15. Performs other related duties as required.

## QUALIFICATIONS

1. Successful completion of Grade 12 plus two years of post-secondary education in the field of communications, career development, business development, customer service or equivalent.
2. A minimum of 2 years of experience in post-secondary student services, or equivalent combination of training and experience.
3. Proven interpersonal, organizational and communication skills, with demonstrated ability to problem-solve and address conflict with tact and discretion.
4. Strong computer literacy with Microsoft Office, WordPress for website maintenance, student information systems, and social media platforms.
5. Good knowledge of social media platforms and engagement strategies.
6. Current knowledge of best practices within the field of student engagement, orientation, and transitions.
7. Strong public speaking skills with the ability to access, organize, analyze, and present information.
8. Current knowledge of relevant agencies, programs, and school and community resources.
9. Ability to facilitate services effectively, professionally, and collaboratively with staff, students, faculty, alumni, and community partners.
10. Demonstrated ability to work at a level of independence and with the degree of initiative appropriate to the position.
11. A valid B.C. driver's license.

**This is a full-time temporary position for a two-year term, effective July 1, 2024 to June 30, 2026; with a possibility of extension beyond June 30, 2026, pending budget approval.**

## COMPENSATION

The salary range for this position is \$61,433-\$72,274 plus an excellent benefits package.

## TO APPLY

To apply, please send your cover letter and resume to [applicants@sd42.ca](mailto:applicants@sd42.ca), this posting will remain open until filled. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.