



HD23004

**Admissions Advisor
Full Time Permanent
Moncton, NB**

Reporting to the General Manager, the Admissions Advisor is responsible for all aspects of the prospective student's journey from interview to enrollment in one of Medavie HealthEd's post-secondary training programs. The Admissions Advisor drives the entire admissions process at the campus level. Demonstrating a professional approach through prompt contact, knowledgeable responses and respectful interactions, this position is one of the first points of contact for prospective students. Key to the position is an understanding of, and ability to implement and manage, an efficient application and selection process. The Admissions Advisor role is to maximize the number of qualified applicants who enroll and commence a paramedic program. Working with a team of educational professionals, the Admissions Advisor will be a key member of a group committed to excellence in education. This position is essential to assist in the efficient and effective operation of Medavie HealthEd by ensuring that inquiries, admissions processes and student financial matters are dealt with in a timely and appropriate manner. As an employee of Medavie HealthEd we are accountable to our students, graduates and coworkers by participating in and supporting all safety related initiatives, as well as acting in a manner that fosters a culture that focuses on student safety and a safe workplace.

The position entails, but is not limited to the following:

- Establishes a relationship with prospective students through prompt, friendly and supportive telephone and email contact in response to their program inquiries.
- Interviews and tests applicants using prescribed tools and processes.
- Communicates with, and takes advice from, the Program Manager and General Manager on admissions and selection criteria.
- Maintains frequent contact with prospective students and provides accurate information.
- Records data and reports on inquiries, appointments, interviews, applications, testing, enrollments and starts.
- Participates in external recruitment and outreach activities.
- Prepares and sends acceptance letters to all successful applicants.
- Completes student contracts and other documents as required.
- Utilizes computer software (Great-Plains) to manage student invoicing and payments.
- Reconciles student accounts.
- Invoices and receives payments from students.
- Liaises with provincial and federal student assistance entities as well as banking organizations with regard to student funding and assists applicants, as appropriate, as they make financial arrangements.
- Performs other related duties as required.

Qualification and Requirements:

- Completion of post-secondary education in Business Administration and/or Office Support Services.
 - Experience working in adult education is considered an asset.
 - A minimum of five years' experience in the Administrative Assistant environment.
 - Familiarity with the paramedic program would be an asset.
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- Excellent interpersonal skills as well as public relations and agency liaison skills.
- Proficient in the use of distributed learning tools (i.e. Learning Management Systems and other e-applications)
- Requires proficiency in Microsoft Office Suites of Products and excellent keyboarding skills.
- Knowledge of medical terminology an asset.
- Efficient in maintaining an office routine under limited supervision.
- Bilingualism in French and English is required for this role.
- Ability to travel within Atlantic Canada.

If you are interested in working with a dynamic team of professionals and possess the necessary qualifications, please send your **resume with cover letter** to humanresources@medaviehs.com. Please include the competition number in the file name along with your first and last name.

Competition closes November 19, 2023.

We would like to thank all candidates for expressing interest. Please note only those selected for interviews will be contacted.

Medavie HealthEd is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees.
