

Admissions Advisor – Job Ad

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Description Summary

With a focus on equity, diversity, and inclusion, provides thoughtful and innovative strategies for recruitment sessions and events. Participates in recruitment events, attends information sessions, and similar events to promote admissions to law school and delivers presentations regarding the application process and admissions eligibility. Provides admissions and student advising services for the Peter A. Allard School of Law. Assists with the evaluation of academic transcripts and official documents with respect to admissions to law school. Advises applicants with regards to admissions requirements for program areas. Researches, compiles and analyzes admissions statistics and creates summary reports for Director, Admissions and Recruitment, Chair of Admissions, and Standing Committees. Travel is required.

Organizational Status

Reports directly to the Director, Admissions and Recruitment and works closely with the Manager, Enrolment Systems. Works closely with the Director, Admissions and Recruitment and other Admissions office staff to provide admissions services and advising to prospective applicants.

Work Performed

Assists with adjudication of academic transcripts and official documents to determine eligibility of admissions to the Peter A. Allard School of Law. Provides academic and admissions advising services to prospective applicants.

Makes recommendations with consideration for equity, diversity and inclusion concerning future plans for recruitment and admissions strategies, necessary changes and policy reviews to the Director, Admissions and Recruitment and to the Chair of Admissions.

Researches, compiles and analyzes admissions statistics and creates and prepares summary reports for the Director, Admissions and Recruitment, the Chair of Admissions and Standing Committees.

Participates in career fairs, information sessions, and similar recruitment events to promote admissions to Law. Represents the Peter A. Allard School of Law Admissions Office and delivers presentations regarding the application process and admissions eligibilities.

Provides support to the Director, Admissions and Recruitment, Manager, Enrolment Systems and Chair of Admissions to facilitate and implement the admissions processes.

Provides suggestions for, and assists with pilot projects and studies related to the program under the direction of the Director, Admissions and Recruitment.

Makes recommendations concerning changes to admissions process and procedures to the Director, Admissions and Recruitment, Manager, Enrolment Systems and Chair of Admissions.

Oversees and coordinates the workflow of Admissions support staff and students to ensure timely completion of work assignments. Must be extremely organized, pay great attention to detail, and able to multi task on a daily basis.

Performs technical work related to the online application, internal admissions system, UBC student system and admissions portion of the website as required.

Consequence of Error/Judgement

Errors in judgment or decision-making when advising program applicants could affect the admissibility of applicants and their prospective careers. Inappropriate policy interpretation or transcript evaluation could disadvantage applicants or result in future appeals. Errors in admissions could lead to negative precedent-setting cases, cause delays in the admissions process, and the possibility of not securing admission for the correct students. Errors in research and data analysis could result in distorted statistical reports.

Supervision Received

Reports to the Director, Admissions and Recruitment. Reports indirectly to the Chair of Admissions Committee. Receives additional support from the Manager, Enrolment Systems. The incumbent is required to work independently as well as in a team environment.

Supervision Given

Oversees and coordinates the work of support staff and students as required.

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of one to two years of related experience, or an equivalent combination of education and experience

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Undergraduate degree in a relevant discipline (University degree required) plus a minimum of one-year related experience in a student services or admissions setting, or equivalent experience. Minimum of one to two years of related experience or the equivalent combination of education and experience. Experience in a law-related position an asset. Experience conducting public presentations preferred. Knowledge of university and departmental

admissions policies and procedures preferred. Proficiency with office software applications, specifically, Workday, SISC, intermediate knowledge of ACES2 and a sound grounding in excel. Effective oral and written communication, interpersonal, presentation, organizational and time management skills. Ability to exercise tact, sensitivity and discretion. Ability to work independently as well as in a team environment. Valid B.C. driver s license required.