



JOB POSTING

(EXTERNAL)

POSITION:	Admissions Officer	COMPETITION #:	2010-030A
DEPARTMENT:	Office of the Registrar	CLASSIFICATION:	Pay Level 8
REPORTING STATION:	New Westminster	SALARY RANGE:	\$19.68 per hour

This temporary, full-time position is available for the anticipated period of March 29 to June 30, 2010. Shifts are Monday to Friday, 8:30 – 4:30. A modified work week may be available.

PRIMARY FUNCTION:

Evaluates, assesses, and processes applications and determines admissibility to all College programs and maintains related files. "Provides exceptional client-centred service on a consistent basis to all stakeholder groups."

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of English (written and verbal).
- Completed courses at a recognized post secondary institution with a minimum of three years related work experience or equivalent combination of education and experience.
- Demonstrated ability to compose correspondence and prepare reports as well as related College practices and procedures.
- Proven ability to communicate courteously and effectively in person, in writing and over the telephone with students, faculty, administrators, staff and the public.
- Demonstrated Data Entry proficiency at an Intermediate Level, and operate standard office equipment such as data entry terminals, word processors, calculators, and copiers. Proficiency on Customer Service Testing.
- Good working knowledge of the Colleges' program offerings and admission policies.
- Demonstrated ability to work independently with minimum supervision to achieve deadlines; ability to independently establish priorities for work assigned.

[LINK TO JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department by **4:30 pm, open until filled**. **Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying.** **NOTE: This position has been posted internally. Any internal applicants will be given first consideration before reviewing external applicants.** All successful candidates will be required to provide proof of stated credentials.

Please submit your resume and cover letter to jobs@douglas.bc.ca

Douglas College offers an excellent salary/benefits package, including indexed pension plan, on-site fitness and daycare facilities, and opportunities for professional development.
