

Position Title: Prospective Student Engagement Representative (Recruitment)

Title of Immediate Manager: Manager, Outreach and Engagement

Position Summary:

Reporting to the Manager, Outreach and Engagement, with direct supervision by the Engineering Recruitment and 1st Year Transition Coordinator, the Prospective Student Engagement Representative extends the Faculty of Engineering and Design's (FED) activities to high schools and the broader community that are designed to attract students to engineering and design fields. In addition, the Prospective Student Engagement Representative will work to build strong relationships between FED and the community, by partnering with high school teachers, guidance counsellors, community groups, etc., to deliver activities designed to create awareness and promotion of FED's programs.

Primary Duties Performed:

Prospective Student Engagement (Recruitment)

- Deliver presentations to high schools (in-person and/or virtually) describing FED's programs, admissions requirements, and benefits of choosing Carleton;
- Independently navigate travel within Ontario (primarily Ottawa and the GTA regions) and occasionally out of province, including evenings and weekends to deliver engagement presentations to prospective students, parents, teachers/guidance counsellors and other stakeholders.
- Participate in co-operative university activities, including the Ontario University Regional Fairs and the Ontario University Fair in person and virtually.
- Represent FED at fairs, competitions, and other engagement events;
- Adapt presentations for various in person and/or virtual audiences, using existing publication and AV equipment/software appropriate for the situation.
- Perform administrative duties such as plan travel logistics, complete expense reports, record statistics pertaining to events and re-schedule visits where applicable.
- Assist with liaising with teachers, guidance counsellors, principals and community groups to determine what type of engagement support is required/requested to complement current curricula, school and community interests;
- Act as a resource for teachers, students, parents, and the general public inquiring about engineering and design programs and career opportunities;
- Attend, participate, and assist with planning of FED's role in university-wide prospective student engagement activities (in-person and/or virtually);

Youth Outreach

- As needed, support and assist with youth outreach programs and initiatives (kindergarten to grade 12); and

- Make connections and opportunities between high school youth outreach program participants and engagement initiatives.

Performs Other Duties as Requested

- Other tasks, related to outreach and engagement activities.

Qualifications:

a) Formal education:

The completion of a University degree, preferable in Engineering, Architecture, Industrial Design or Information Technology. Strong preference given to a Carleton undergraduate degree.

b) Requirements:

- Valid G Driver's license (or equivalent full license)
- Strong ability to work independently and willingness to travel across Ontario (primarily Ottawa and GTA regions) and/or nationwide extensively with minimal supervision
- Confident presentation skills required
- Ability to work simultaneously on numerous and diverse projects
- Excellent interpersonal skills and proven ability to work successfully within a dynamic team environment
- The ability to work well under pressure including prioritizing workload, meeting deadlines and adapt quickly to changing priorities
- Excellent organizational, time management and superior attention to detail
- Knowledge in online platforms such as Zoom, MS Teams, Google Meets and Airmeeet is desirable

c) Assets:

- Knowledge of Carleton University campus
- Understanding of campus and FED culture

Complexity of Duties

The duties of this position are varied and require independent action as the incumbent works with minimal direct interaction from the Manager, Outreach and Engagement. Exceptional organization skills are necessary to maintain the recruitment travel schedule and participate in online events. The incumbent must be comfortable with managing tasks while traveling throughout their contract without returning to Ottawa for sometimes up to 2 weeks and working outside of traditional work hours. Engagement presentations require the incumbent to address issues and concerns raised in large audiences at school/conferences with confidence using quick judgement, resourcefulness, and diplomacy.

Overtime work required on evening and weekends:

August- December: 2-4 times per week