Position Title: Prospective Student Engagement Representative  
Title of Immediate Supervisor: 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 the Faculty of Engineering and Design’s programs.

Primary Duties Performed:

Prospective Student Engagement

- Deliver presentations to high schools (in-person and/or virtually) describing FED’s programs, admissions requirements and benefits of choosing Carleton;
- Travels within Ontario (primarily Ottawa and the GTA regions) and occasionally out of province, including some evenings and weekends to deliver outreach presentations to prospective students, parents, teachers/guidance counsellors and other stakeholders;
- Represent FED at fairs, competitions and other community engagement events;
- Assist with facilitating engineering and design facilities tours, student for a day program and other programs involving prospective students visiting campus;
- Assist with liaising with teachers, guidance counselors, principals and community groups to determine what type of outreach support is required/requested to complement current curricula, and school, and community interests;
- Act as a resource for teachers, students, parents and the general public enquiring 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 – grade 12);
- Make connections and opportunities between high school youth outreach program participants and recruitment initiatives.

Performs other duties as requested

- Other tasks, related to outreach and engagement activities.
Qualifications:

a) Formal education:
The completion of a University honours degree, preferably in Engineering, Architecture, Industrial Design or Information Technology. Strong preference given to a Carleton undergraduate degree.

b) Qualifications:
• 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
• 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 Airmeet is desirable;

Assets:
• Knowledge of Carleton University campus;
• Understanding of campus culture;

Overtime work required on evenings and weekends:
September – April: 2-4 times per week
May – August: 1-2 times per week