

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 FED'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 evenings and weekends to deliver outreach presentations to prospective students, parents, teachers/guidance counsellors and other stakeholders.
- Represent FED at fairs, competitions, and other engagement events;
- Assist with facilitating engineering and design facilities tours, Specialist High Skills Major (SHSM) events, and other programs involving prospective students visiting campus;
- Assist with liaising with teachers, guidance counsellors, 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 to grade 12); and
- 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 recruitment 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 Airmet is desirable

c) Assets:

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

Overtime work required on evening and weekends:

September-April: 2-4 times per week

May – August: 1-2 times per week