



Recruitment Coordinator (Permanent) – Competition #7-24/25 – Swift Current Campus

Reporting to the Events Coordinator, the Recruitment Coordinator leads organizational efforts related to student recruitment, promotions and community involvement in an effort to increase brand awareness and student enrolments for Great Plains College. The incumbent must maintain a professional relationship with a diverse group of individuals across the entire Great Plains College region, including students, prospective students, parents, secondary school personnel, businesses, community groups, Great Plains College staff, and the communities served by the college.

Start date: August 15, 2024

FTE: 1.0 Permanent

Qualifications

- A relevant two-year post-secondary diploma.
- Two years of experience in, marketing, communications, public relations, recruitment and/or event planning.
- Effective interpersonal and communication skills including written, verbal and presentation.
- A solid understanding of recruitment best practices.
- Competency with community relations.
- Skills in diplomacy.
- An aptitude for preparing and delivering public presentations.
- Ability to work well as part of team and take initiative.
- Ability to relate well and build relationships with students, prospective students and other influencers of student enrolment choices.
- Familiarity with PowerPoint, Word and Excel.
- Excellent project management skills.
- Valid driver's license (or equivalent) with an acceptable record; and a willingness to travel.
- Traveling and flexibility of hours are requirements of this position.

A complete job description for this position can be found on the Great Plains College [website](#). For additional information, contact Keely Chalk, Events Coordinator at 306-741-1059.

Send resume and cover letter, quoting competition #7-24/25 to: gpcchr@greatplainscollege.ca. Applications received prior to 4:00 pm on July 18, 2024 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.