



Oulton College, established in 1956, is a leader in post-secondary education in Atlantic Canada, driven by its commitment to student success. We are seeking dedicated individuals who are eager to make a lasting impact on students' lives while helping them launch successful careers. For over six decades, Oulton College has been helping students succeed in achieving their career goals. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology. If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

Oulton College is the first private career college to become Degree granting in the province.

Oulton College is undergoing a significant growth phase and is poised to grow substantially over the next few years.

If you are a self-starter who is passionate about helping people to become successful and also have the desire to inspire others to fulfill their dreams of doing more than the ordinary in life, this position may be for you!

Position Summary – Student Recruitment Specialist

Reporting to the Manager of Operations, Student Recruitment Specialist will be responsible for promoting Oulton College and its programs to a variety of stakeholders, such as prospective students, High Schools, Guidance Councillors and Teachers, training, skills and development, and other communities, events.

The Student Recruitment Specialist will drive enrollment through promotional activities, marketing, advertising and recruiting activities. Generating inquiries to our programs is the main purpose, especially in hard to fill programs.

Some functions will require travelling throughout the province of New-Brunswick and Atlantic Canada to visit both English and Francophone High Schools and other stakeholders. Relationship building with key actors in the education sector will be important for this position. All activities leading to maximize leads and driving enrollment from High Schools.

Knowledge, Skills & Traits

- University degree or College diploma in Marketing or related field
- 3 to 5 years' experience in marketing, corporate communications, social media, education sales.
- Technically and social media savvy (mobile, internet, social networking)
- Bilingual in French and English is preferred.
- Ability to work with students' target.
- Ability to build relationship and promotional skills.

Key Accountabilities

- Build relationships with key community schools, partners, Guidance Councillors, other key actors in High Schools and career councillors in employment agencies.
- Attract and support prospective learners and hosts by organizing recruitment events including trade and career shows, information sessions, Open Houses, Information Nights, presentations for schools, communities, agencies, and college tours.
- Participate in High School Tour (annual event) with other colleges and post-secondary institutions as required.
- Align marketing and promote the college at AARAO Tour and other College events.
- Work on the Centre of Excellence projects in coordinating, implementing events, workshops, presentations, for high schools and stakeholders.
- Collaborate with the marketing team and support a variety of marketing activities, campaigns and initiatives when needed.

Job Type

Full-time, on-campus.

To apply: Send your resumes to careers@oultoncollege.com