



Student Success Leader

Recruitment

Professional Staff Group

Three (3) Year Term

Classification: Band C

Salary Rate: \$46,644 - \$56,797 (Based on 37.5 hours per week)

Overview

St. Francis Xavier University is a top-ranking Canadian university focused on academic excellence, innovation in teaching and research, service to society and international outreach. The Recruitment Department is seeking a charismatic, adaptable, and results-oriented individual to join our team as a **Student Success Leader (SSL)**. The SSL plays a critical role in the lives of students, effectively supporting them through recruitment, guidance, engagement, and enrolment and based in Antigonish, works primarily in the Western Canada market. Reporting to the Interim Director, Recruitment, this position will have a primary focus on supporting student success and will achieve this through relationship building and the delivery of an unparalleled service experience throughout the prospective student lifecycle.

Key Responsibilities

- Student Relationship Management – Build strong relationships based on trust. Work directly with students and other key stakeholders to support and ensure a positive service experience.
- Student Recruitment – Represent StFX at post-secondary events, education fairs and high school visits and serve as a catalyst for supporting first year enrolment.
- Advising – Serve as an expert connector ensuring that students, parents, guidance counsellors and others are well informed on all that StFX offers as a learning community.
- Event Management – Support the planning, execution, and evaluation of recruitment related events for students, parents, guidance counsellors and other influencers.
- Research, reporting and analytics – Conduct market research, deliver project reports and manage ROI and risk analysis relating to recruitment and 1st year retention efforts.
- Community Leadership – Engage actively in committee, project, or volunteer work at StFX or with external associations and partners.
- Assist in the delivery of campus tours.
- Evening and weekend hours are required to attend recruitment related events.
- Considerable overnight travel is required.

Qualifications

- Undergraduate degree. StFX graduate is preferred.
- Excellent communication skills (written, verbal and in person).
- Time management, ability to multi-task, and develop/execute a schedule.
- Confident speaker and a desire to share the StFX story.
- Strong ability to work as part of a team as well as independently.
- Excellent financial management skills.
- Possesses superior judgment and decision-making skills.
- Skilled in the design and delivery of presentations, workshops, and information sessions.
- Comfortable working in a digital space across a variety of platforms and channels (social media, Microsoft Office, Banner, Salesforce, etc.)
- Valid driver's license and Passport.

Application Instructions

The closing date for applications will be Wednesday, August 16, 2023. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About the Recruitment Office

The Recruitment Office at StFX University is made up of 6 Student Success Leaders that cover Canada and the United States, 2 International Recruiters that travel abroad and work with agents to represent StFX University on the global market, and a Director of Recruitment. Student Success Leaders provide prospective students with all the information they need to make an informed decision about StFX, including program details, admissions requirements, scholarships, campus life, residence options – and more! They offer support from the moment a student decides they're interested in StFX to when they arrive on campus to begin their studies.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category.

For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports, and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.