



## **NATIONAL/INTERNATIONAL GRADUATE STUDENT RECRUITER**

**(2 positions available)**

### **CANADIAN INSTITUTE FOR CYBERSECURITY**

#### **Employment Opportunity #047-19.20**

The University of New Brunswick, Fredericton welcomes applications for the position of National/International Graduate Student Recruiter with the Canadian Institute for Cybersecurity. Both positions will be a 2-year term full-time (36.25 hours per week). The position is funded by external monies with a salary range of \$44,223 - \$57,488 per annum.

The Canadian Institute for Cybersecurity is a comprehensive multidisciplinary training, research & development, and entrepreneurial unit that operates in close collaboration with researchers in social sciences, business, computer science, engineering, law, and science, and other Research Centres. This position will take the lead role in the development and implementation of a CIC recruitment Cybersecurity Strategy.

#### **Position summary:**

- Plan and implement recruitment activities for assigned territories, travel nationally and internationally to attend recruitment fairs, visit other universities and colleges.
- Build relationships with potential graduate students through University visits, presentations to prospective students, and individual meeting calls.
- Help plan and attend innovative recruitment events, both on and off campus.
- Counsel prospective applicants and their supporters on the admissions process and opportunities available at the University.
- Communicate and support prospective students through the registration process.
- Create and update the content program's communication plans and email templates.
- Manage relationships with key recruitment networks and representatives, including Faculty of Computer Science, School of Graduate Studies, UNB Recruitment and Admissions, as well as; Immigration Canada, Department of Foreign Affairs and International Trade, Province of NB, Council of International Schools, etc.
- Develop a recruitment strategy to diversify and increase under-represented group members.
- Analyze and evaluate recruitment needs and recruitment activity outcomes.
- Research other Universities and maintain an understanding of competition in the marketplace.

#### **Requirements/Skills:**

- A minimum of a bachelor's degree.
- 3-5 years' experience in sales, business management or student recruitment. Preference given to recruitment experience within higher education.
- Experience working across international/national boundaries.
- Understanding of business culture in key market areas.
- Ability and willingness to travel nationally/internationally.
- Ability to work evenings and weekends.

Closing date for applications, **August 6, 2019 4:00PM**. We thank all applicants for their interest but only those selected for an interview will be contacted.

The University of New Brunswick is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.