



Student Recruiter

Description

Full-Time, Three (3) Month Term Contract

As the Student Recruiter, you will support the Admissions department by representing CMU at off-campus recruitment events and tours across Canada. In this role, you will engage prospective students, parents, school counsellors, and community members, promoting CMU and guiding individuals as they explore their post-secondary education options.

This role operates in a fast-paced and dynamic environment that encompasses indoor administrative settings and both outdoor and indoor events. Regular use of standard office equipment and extended periods of computer work are required. Flexibility in working hours is required, including evenings and weekends, to support and accommodate events.

Frequent travel within Canada is required (approximately 6 weeks), with some trips lasting up to two weeks.

Duties

KEY AREAS OF RESPONSIBILITY

- Attend and represent CMU at off-campus recruitment events and tours across Canada.
 - Set up promotional booths and deliver recruitment presentations, as required.

Closing Date

July 19, 2026

Categories

Education, Law and Social, Community and Government Services

Employer

Canadian Mennonite University

Location

Assiniboine South

Address

500 Shaftesbury Blvd
Winnipeg, R3P 2N2

Job Type

Contract

Education Level

High School

Email

- Gather leads from these events and ensure proper hand off of these leads to their assigned Admissions Counsellor.
 - Plan travel to attend recruitment events and tours, including booking hotels, flights, and rental cars.
 - Complete event and tour reports at the end of each recruitment event and tour.
- Present the advantages of CMU to prospective students, parents, school counsellors, and other relevant audiences in clear and compelling ways.
- Provide exceptional and proactive customer services to prospective students, parents, school counsellors, and other community members met during recruitment events and tours.
- Facilitate connections between Admissions Counsellors and prospective students, parents, school counsellors, and other community members met during recruitment events and tours.
- Assume other duties from time to time, as assigned by the Director of Admissions.

Qualification

WHAT YOU OFFER

- A commitment to the mission of CMU, and to its service in church and society.
- Undergraduate degree; a combination of relevant education or experience may be considered.
- Demonstrated commitment to integrity, confidentiality, and professional behaviour.
- Valid Class 5 driver's license.
- Strong written, oral, and intercultural communications skills; must be able to communicate accurately and effectively with diverse audiences in unique contexts.
- Excellent organizational and administrative skills, as well as the ability to work both collaboratively and independently.
- Experience in customer service an asset.
- Experience in post-secondary student recruitment, admissions, registrarial services, advising, athletics, or marketing an asset.