



**Rosseau Lake
College**

Admissions Officer Position

**Rosseau Lake College has an exciting opportunity for a
full-time Admissions Officer to join our team!**

About Rosseau Lake College

Rosseau Lake College is one of Canada's most unique independent, co-ed, day and boarding schools, offering extraordinary learning in a highly experiential academic program in grades 6-12. Every September since 1967, RLC has welcomed 120 boarding and day students to our 56-acre campus located along the shores of beautiful Lake Rosseau in Ontario, Canada.

At RLC, we challenge and empower each student through the rigours and adventures of a highly academic program; one that is intentionally rooted in the vast opportunities of nature and our incredible geographical setting. When students graduate from RLC and depart for their chosen post-secondary school, they have developed the skills, knowledge, and confidence to take on any challenge. They are ready for anything.

To learn more about Rosseau Lake College, please visit: <https://www.rosseaulakecollege.com>.

The Position

The Admissions & Marketing Officer works as part of a team to support the school's admissions efforts in order to meet and exceed RLC enrolment targets. This individual will provide general administrative support, will liaise with prospective students and parents, and assist with admissions processing. They will also develop strong professional relationships with various local constituency groups to effectively represent RLC and grow the School's pool of qualified candidates.

Demonstrating initiative and pride in performance, the Admissions Officer contributes positively to a respectful and productive work environment and develops strong professional relationships with colleagues and external partners that support RLC's values and mission.

Specific Accountabilities

- Coordinate all aspects of the day and domestic boarding application process, communication and onboarding; review and monitor systems for improved efficiency;

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[rosseaulakecollege.com](https://www.rosseaulakecollege.com)



- Receive and respond to incoming inquiries about the School and its programs; review, screen and process applications and supplemental materials and provide exceptional service in a timely manner;
- Manage and oversee the admissions and enrolment databases; track and monitor all relevant data and official documents;
- Support the day and domestic boarding admissions process through system refinement, communication development, etc.;
- Prioritize mission appropriate applications in support of the strategic plan to ensure diversity, gender balance and class size maximums;
- Support the development and monitoring of statistical reports to enhance recruitment strategies; yield management, forecasting and operational efficiency;
- Participate in identifying strategies to best promote the school and communicate with prospective families;
- Manage and oversee the coordination of private tours, Student for a Day, parent events, orientations, schedule appointments with key personnel and other activities to promote the School;
- Prepare all admissions related correspondence to prospective families; and ensure all supplemental documentation is collected and fully completed;
- Work with the Marketing and Communications department to develop and refine outreach and communication strategies to boost day and domestic boarding enrolment and increase engagement;
- Perform recruitment travel to attend local events/student fairs, and to meet existing and prospective families;
- Work in close collaboration with the Finance department regarding new students, payments and all relevant files;
- Manage the student ambassador program;
- Perform general administrative duties to support the admissions department;
- Other relevant duties, as required.



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Qualifications

- Bachelor's degree in business, marketing, public relations and/or communications or an equivalent combination of education and experience
- Five years experience in an admissions capacity, preferred
- Technical aptitude

Relationships & Workplace Requirements and Conditions

- Strong community, family like atmosphere, stunning location and campus
- Work schedule:
 - Monday to Friday from 8:30am – 4:30pm
- On occasion after-hours campus tours or participation at events, presentations, etc. and work in the evenings and on weekends is essential and expected

Qualified candidates are encouraged to apply and express their interest at **careers@rosseaulakecollege.com**.

Rosseau Lake College welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. Rosseau Lake is committed to a positive, supportive, and inclusive environment.

Rosseau Lake College is committed to providing accommodations for persons with disabilities. Please contact Michelle Archer at 705-732-4351 for further details or if you require any information in an alternate format.