

Recruitment Events and Tours Coordinator (Two-year contract, full-time)

Hiring Range: \$59,968 - \$64,131

Benefits: Extended health, life insurance, vacation, travel medical coverage, Employee and Family Assistance Program

Work Location: Primarily on campus with opportunity of 1 day/week remote, plus some local and out-of-town travel

Start Date: Flexible

To Apply: Please send your application to sjuhr@uwaterloo.ca by Sunday, March 15, 2026, Attention: Armaan Dattani, Manager, Outreach and Recruitment

POSITION PROFILE

The Recruitment Events and Tours Coordinator reports to the Manager, Outreach and Recruitment and is responsible for coordinating and executing all on-campus recruitment events to support St. Jerome's enrolment targets. They are a key point of contact for prospective students and participate in school visits and oversee the campus tours program to deliver a welcoming and tailored experience for visitors.

The Recruitment Events and Tours Coordinator is a point of contact for students that have made or are interested in making an application to St. Jerome's University and they use a highly personalized approach when interacting with future students. They provide a public face for St. Jerome's University and the University of Waterloo with respect to academic programs, admissions, and student life. They are responsible for the positive and knowledgeable representation of SJU and UW to prospective students and related groups.

About St. Jerome's University

At St. Jerome's University, we embrace and celebrate the philosophy of educating the whole person – intellectually, physically, emotionally, and spiritually. Our commitment to academic excellence and to the integration of knowledge, research, and experiential learning allows us to inspire learning and discovery not only in our students but also in those with whom we interact. The University's mission focuses on preparing leaders who are conscious of the diversity, complexity and richness of the human experience and are formed here to contribute thoughtfully, creatively and positively to the common good of society. We foster a respectful, inclusive community that is centered on the well-being of our students, staff, and faculty, and the promotion of the common good, consistent with the ideals of the contemporary Roman Catholic Church.

How will you contribute as the Recruitment Events and Tours Coordinator?

- Lead planning, coordination, and on-site delivery of on-campus recruitment events
- Support coordination of off-campus recruitment events and fairs
- Manage event logistics, timelines, and operational readiness
- Coordinate staffing, volunteers, and travel arrangements for events
- Ensure event preparation, execution, and follow-up align with recruitment goals
- Coordinate and oversee the campus tours program year-round
- Recruit, train, schedule, and support Student Ambassadors
- Promote campus tours and manage tour bookings and inquiries

- Lead ongoing development, engagement, and retention of Student Ambassadors
- Provide on-call staff support for tours and events, including incident response as needed
- Support coordination and participation in school visits and community-based recruitment activities
- Respond to recruitment-related inquiries via shared inboxes and in-person interactions
- Collect, track, and report data related to recruitment activities and outcomes

As a successful Recruitment Events and Tours Coordinator, you possess:

- Bachelor's Degree required, preferably in a Liberal Arts or Social Sciences discipline, or equivalent combination of education and experience; University of Waterloo graduates preferred
- 1+ year(s) of relevant experience required in undergraduate student recruitment, student services, or a related role
- Professional experience in a post-secondary education environment required
- Experience planning and coordinating events required
- Experience coordinating students, volunteers, or casual staff an asset
- Ability to effectively manage competing priorities and deadlines
- Experience coordinating logistics, schedules, and resources across multiple partners or teams
- Strong organizational, communication, and problem-solving skills
- Demonstrated commitment to service excellence
- Must have a valid G driver's license and a clean driving abstract
- Must be able to obtain a Vulnerable Sector background check

The Way We Work & Live

At St. Jerome's, we embrace the Catholic philosophy of attending to the needs of our students as 'whole people' through education and formation, and this philosophy extends to the way we work with our employees. We strive to foster a culture where everyone feels welcome, supported, and can flourish.

St. Jerome's University is a Catholic University that welcomes people from all religious, cultural and socio-demographic backgrounds who embrace our mission and the importance of equity, diversity, inclusion, reconciliation, and accessibility as central to the mission of a Catholic university.

We acknowledge, with respect, that St. Jerome's University and the University of Waterloo reside and operate on the traditional territory of the Attawandaron, Anishinaabeg, and Haudenosaunee peoples. Our University is situated on the Haldimand Tract, the land Frederick Haldimand granted to the Haudenosaunee of the Six Nations of the Grand River in 1784 that includes 10 kilometers on both sides of the Grand River and extends from its source to Lake Erie.

We give thanks for the privilege to work and live on this land, and we are committed to building respectful relationships with Indigenous people and communities, to enhance our knowledge, and learn how we can have an active role in reconciliation.

The University respects, appreciates, and encourages diversity. Applications from all qualified individuals are encouraged. Applicants must be legally eligible to work in Canada. Accommodations are available throughout the recruitment process upon request through sjuhr@uwaterloo.ca. This posting is advertising an existing vacancy. Candidates will be assessed based on their qualifications and without the use of artificial intelligence.