

Undergraduate Recruitment Specialist (5-month contract, 35 hours per week)

Hourly Wage: \$38.00/hour

Contract Dates: July 27, 2026 – December 4, 2026

Work Location: On campus and significant travel across Ontario

Working Hours: Daily and weekly work schedule will vary based on school visit schedule with regular evening and weekend work required

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 Undergraduate Recruitment Specialist (URS) is a key member of the Office of Outreach & Recruitment at St. Jerome's University, reporting to the Manager, Outreach & Recruitment. The URS is responsible for communicating with and providing information to prospective students, their families and school officials regarding admissions policies, academic programs and other aspects of university life to help guide their decisions about post-secondary education. This will involve significant travel across Ontario.

The URS 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 Undergraduate Recruitment Specialist?

- Responsible for significant travel to secondary schools across the province to present the strengths of St. Jerome's University and the University of Waterloo to prospective students.
- Help prospective students visualize a St. Jerome's University experience; build effective relationships with prospective students and their families; and provide complete and accurate information about programs, co-op, admissions, and any other details required by prospective students.

- Host presentations, table booths, small-group guidance sessions, or other information-sharing sessions to provide students with information to support their post-secondary education decisions.
- Participate in and contribute to the success of special recruitment and outreach events, such as Fall Open House and the Ontario Universities' Fair.
- Responsible for ensuring effective follow-up communication with prospective students.
- Provide admission guidance to prospective students and influencers.
- Collect and contribute to data that will be used to drive decisions regarding future planning.
- As required, travel across Canada, outside Ontario, to visit prospective students or secondary schools and attend recruitment events.

As a successful Undergraduate Recruitment Specialist, you possess:

- Bachelor's Degree required, preferably in a Liberal Arts or Social Sciences discipline, or equivalent combination of education and experience; St. Jerome's co-registered graduates or former residents preferred
- Demonstrated outstanding written and oral communication skills, with proven excellence in public/promotional speaking and delivery of presentations
- Excellent organizational and time management skills
- Outstanding interpersonal skills and customer service orientation
- A valid G driver's license and a clean driving abstract
- The ability to obtain a vulnerable sector background check
- Student leadership experience during university studies and extensive knowledge of and involvement in SJU and/or the University of Waterloo, including an overall understanding of the organization of SJU and University of Waterloo services and departments would be an asset
- Background in teaching, undergraduate recruitment, marketing, sales, public speaking and/or public relations would be an asset
- Ability to contribute to and execute social media strategies would be an asset

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 a vacancy for the contract dates listed above. Candidates will be assessed based on their qualifications and without the use of artificial intelligence.