

FACULTY OF LAW

December 8, 2022

Position Summary – Assistant Dean, Admissions and Recruitment:

This is a one-year parental leave replacement.

Oversee the receipt and processing of admissions applications. Ensure timely review of applications by the Faculty's Admissions Committee in accordance with relevant policies and procedures. Render final admissions decisions. Administer Faculty-based entrance scholarships. Oversee the Admissions office staff and ensure the efficient administration of the admissions process and in its relations with various stakeholders, including candidates, faculty members, students, and the public.

In consultation with the Admissions Committee and the dean, review and refine admissions policies and practices.

Lead recruitment efforts and provide information on the law program and the admissions process and policies through in-person and web-based initiatives - in English and French - to individuals, groups, and educational counselors. Manage the Student Ambassador Program and the Alumni Ambassador Program for the purposes of recruitment and yield. Assess trends in applications and admissions to determine recruitment priorities, develop recruitment strategies, and implement programs and activities accordingly. Maintain good relations with a range of educational institutions. Liaise with admissions and recruitment professionals in other law faculties, as well as other professional programs, to remain abreast of trends and best practices. Report regularly to Faculty and University administrative bodies and to professional associations.

Work closely with the dean and the dean's lead, Black and Indigenous flourishing, to advance diversity, equity and inclusion in relation to admissions.

Please submit your application through our online [Career Portal](#).
The deadline to apply is January 4, 2023 end of day.