



BCGEU POSITION DESCRIPTION

POSITION TITLE: Enrolment Management Coordinator, Faculty of Health	JOB NUMBER: 874
REPORTS TO: Associate Dean	INCUMBENT:
DEPARTMENT: Faculty of Health	DATE CREATED: July 2026
JOB CLASS: 12	DATE REVISED:

PRIMARY FUNCTION

The Enrolment Management Coordinator is instrumental in shaping the leadership landscape within the recruitment and admissions cycle, and student progression in the Faculty of Health (FOH). Beyond supporting student recruitment, admissions, and retention, the coordinator assumes a leadership role in defining the overarching strategy and direction for FOH related processes.

In a leadership role within the recruitment and admissions cycle, the Coordinator takes charge of devising and executing inventive strategies to draw in high-caliber students for the FOH. This extends to leading the selection process for FOH's limited intake programs that have unique application requirements; and monitoring student progression to facilitate full course sections and the re-entry of students. This leadership role includes actively shaping the strategic development of FOH procedures to ensure they align with the FOH's mission and goals. Through a comprehensive leadership approach, the Coordinator plays a pivotal role in fostering the growth and success of the Faculty of Health.

JOB DUTIES AND TASKS

1. Leads seamless and student-centric processes, providing guidance and assistance as it relates to application submissions and interview requirements, and working closely with academic departments, the Dean's Office and the Registrar's office to ensure a smooth transition for admitted students for all FOH limited intake programs.
2. Guides applicants through Rapid Prior Learning Assessment and Recognition (PLAR) processes prior to application and guides admitted students through regular PLAR processes post admission. Facilitates the review of PLAR by designated faculty.
3. Provide assistance and advice to department/program Chairs/Coordinators regarding program flow and progression and application of transfer credit to graduation requirements.
4. Investigate transfer credit issues between KPU and transfer institutions, consult with, and provide advice to the appropriate internal and external departments.
5. Guides the enhancement of procedures to align with the FOH's mission and goals. Takes a leadership role in designing and implementing targeted outreach initiatives, with a specific focus on promoting the distinctive features of the FOH's unique programs.
6. Exhibit leadership by staying informed about industry trends. Proactively explore avenues for continuous improvement, integrating data-driven decision-making processes to optimize the efficacy of recruitment initiatives.
7. Collaborates closely with the Domestic and International Admissions/Recruitment teams to ensure the smooth progression of the applicant admission process.



8. Spearheads the creation, maintenance, and ongoing refinement of a collaborative admission monitoring system for faculty, actively engaging with stakeholders and leveraging data-driven insights for continual enhancement.
9. For programs that have applicant submission requirements, oversees the review of these documents
10. Working with Student Services, coordinates all program/Faculty specific communication to incoming students, encompassing FOH welcome letters, registration information, orientation details, and welcome packages.
11. Actively reviews application progression by monitoring the numbers of accepted seats, deposits paid, and waitlists, facilitating the seamless transition from applicant status to registered students.
12. Manages the distribution, collection, and secure storage of essential student forms for incoming students, encompassing sensitive information related to the Freedom of Information and Protection of Privacy Act (FIPPA).
13. Where appropriate, compares application submissions against established rubrics to recommend whether an applicant is eligible for admission.
14. Supports and facilitates Department/Program Admission Selection Committees.
15. Guides applicants and students according to University Calendar and policies, referring them to appropriate KPU departments and services for personalized support.
16. Engages in recruitment events, such as information sessions and open houses, to offer up-to-date program details to both prospective and current students in coordination with Faculty and University service departments.
17. Establishes and nurtures relationships with key parties, including counselors, teachers, schools, agencies, parents, and community groups to encourage referrals and enhance the University's reputation.
18. Acts as a liaison with the Office of Planning and Accountability (OPA) and other parties to analyze enrolment, retention, and graduation data, supporting leadership decision-making through data extraction, analysis, and recommendations.
19. Monitors course registration, identifies enrollment issues, and recommends section rescheduling, additions, or cancellations based on academic requirements and benchmarks.
20. In collaboration with the Department/Program Chair, identifies students who may be at risk of not passing all courses in a semester, provides appropriate support options to the student, and communicates the plan to the Associate Dean and, where appropriate, the Department/Program Chair.
21. Meets with students in identified programs or pathways to actively support connection and retention.
22. Monitors student progression through programs and identifies seat availability in specific courses for upcoming terms.
23. Facilitates the re-entry of students into their program and students needing to retake specific program courses.



24. When appropriate, meets with students to identify their program pathway and selected exit option, and provides a consolidated report to the Program Chair and Associate Dean. Updates relevant parties if a student's exit option changes.
25. Collaborates with Department/Program Chairs and faculty to ensure compliance with admissions, registration, and advising policies and procedures. This includes the development of an evaluation matrix, incorporating diverse criteria such as selective entry criteria specifically designed for FOH programs.
26. Engages in close coordination with KPU International to facilitate and bolster international exchange programs, benefiting both incoming and outgoing students while promoting enriching global academic experiences.
27. Supports the Dean's Office and Faculty on special projects, assignments, or events as needed.
28. Provides coverage for other FOH team members as required.
29. Performs other duties as assigned by the Dean, Associate Deans, or Divisional Business Manager.
30. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

SUPERVISION RECEIVED:

This position reports to the Faculty of Health Associate Dean.

SUPERVISION/DIRECTION EXERCISED:

This position provides supervision to student assistants, casual service employees, and volunteers. This position may have 2-3 incumbents reporting to them at any given time. This role provides workplace orientation for department new hires and provides work instructions to support staff.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Organize, supervise or coordinate a multi-user information system for student recruitment and student data storage (e.g. using FAST, PebblePad, OPA statistical reporting tools, project planning software, SharePoint, Common Drive, TDX etc.)

FINANCIAL RESOURCES:

Develops and administers recruitment activity budgets. Oversees timesheets, expense reports, honorariums and cheque and purchase requisitions. Oversee purchase of services and supplies up to a set limit. Maintain an institutional credit card. Manages budgets for special events and projects.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated knowledge of policies and procedures related to post-secondary selective entry admissions.
- Experience in student recruitment, reviewing and providing feedback on application submissions, letters and interviews.
- Proven ability to meet changing priorities, multitasking, work to deadlines and make responsible decisions while maintaining high levels of customer service.
- Excellent interpersonal, organization, planning, coordination, problem-solving and follow-up skills.
- Excellent written and oral communication skills.
- Be able to independently draft correspondence and reports of a routine nature based on



knowledge of established style and practices.

- Experience with supporting committees, demonstrated ability to create agendas, record and distribute minutes.
- Demonstrated skills in computer and Internet applications (e.g., Windows environment, Word, Excel, email, PebblePad and web browser).
- Demonstrated ability to create and maintain databases and tracking systems.
- Demonstrated ability to work both independently and as a member of a team.
- Demonstrates sound judgment in identifying issues that require escalation and knows when and to whom concerns should be raised.
- Demonstrated ability to anticipate issues, identify emerging needs, and take appropriate proactive steps to support students and program operations
- Must have access to reliable, independent transportation to travel regularly between campuses (Langley, Surrey, and Richmond).
- Experience handling confidential information.
- Possession of a valid driver's license and access to a vehicle is required.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Diploma or completion of two years' post-secondary education.
- Progressive general office experience that includes three years' experience in a similar position within a unionized environment; post-secondary work experience is an asset.

Knowledge Skills & Abilities revised:
