

IDENTIFICATION

Job Title:	Admissions Officer	Division:	Office of the Registrar
Name of Immediate Supervisor:	Yoshie Kumagae	Position Number:	YC1633
Supervisor's Title:	Manager, Recruitment, Admissions and International	Effective Date:	TBD

Purpose of the Role

The Admissions Officer supports Yukon University's enrolment and academic success goals by assessing and processing student applications in accordance with university policies and procedures. This role ensures that all applicants are evaluated fairly and accurately, that admission decisions are made consistently, and that prospective and current students receive timely, high-quality service. This position assists in effectively managing admissions, maintaining the integrity of student records, and meeting enrolment targets. Without this position, the admissions process would be significantly impacted, affecting consistency, accuracy, student service, and enrolment goals.

Key Responsibilities

1. Evaluates and processes applications to determine student admissibility to Yukon University programs in accordance with established admission standards and policies.
2. Assesses domestic and international academic credentials for authenticity and equivalency, maintaining up-to-date knowledge of Canadian and foreign education systems.
3. Maintains and updates student records within the student information system, ensuring data accuracy, privacy compliance, and alignment with institutional standards.
4. Provides information and guidance to applicants, students, faculty, and the public regarding admission procedures, program requirements, and application status.
5. Supports enrolment management initiatives by monitoring application volumes, managing program waitlists, following up on conditions and deferred admission, and contributing to reports and statistics for planning and forecasting.
6. Recommends process improvements to enhance admissions efficiency, accuracy, and service quality.
7. Participates in institutional activities such as recruitment events, convocation, and other enrolment-related functions.

People Leadership

This position does not have direct supervisory responsibilities but may provide training and guidance to new staff or colleagues on admissions procedures, data entry standards, and student information system use. The role contributes to a collaborative team environment focused on service excellence.

JOB ELEMENTS

Decision - Making

The Admissions Officer makes decisions regarding the eligibility and admissibility of applicants, ensuring compliance with university policies, academic regulations, and privacy laws. For programs with selection committees, the Admissions Officer may make recommendations to the committee or determine what the relevant information for the committee is. They also decide if there are exceptional cases to consider and whether those cases require referral to the manager or chairs of the program area. The Admissions Officer provides clarifying details and advises the manager of trends in application, accepted and converted numbers.

Communication and contacts

The role requires frequent communication with:

- Applicants and students – to explain admission requirements, procedures, and outcomes; provide guidance; and handle inquiries or concerns.
- Faculty, staff and partner institutions – to clarify program requirements, course prerequisites, and student records.
- External institutions and agencies – to verify credentials and assess equivalencies.
- Internal teams (Registrar's Office, Recruitment, IT, Student Services) – to coordinate admissions and enrolment processes.

Interactions often involve explaining policies, resolving issues, and maintaining a professional, service-oriented approach in high-volume, deadline-driven periods.

Knowledge and Experience

Diploma in business or office-related discipline or equivalent. This role requires a strong knowledge of databases, data governance and data quality. This job requires proficient use Microsoft Office Suite, student information systems and customer relationship management software. This job also requires the ability to interpret academic documents and apply rules, regulations and procedures within specific timeframes. The role also requires a strong knowledge of Access to Information and Protection of Privacy Act (ATIPP).

Specific Working Conditions & Requirements

- Requires working with time constraints and processing applications in an efficient manner.
- Extended periods of sitting and data entry (approximately 75% of the time).
- Occasional lifting of materials up to 15 kg.
- Must maintain strict confidentiality and adhere to Yukon University's privacy standards and policies.