



Student Recruitment Ambassador

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

At Capilano University we are committed to supporting a campus community that is both diverse and inclusive. We believe that diversity within our workforce is essential in creating both an exceptional student and employee experience. As part of our ongoing commitment to Diversity, Equity and Inclusion (DEI), we strive to ensure that our recruitment campaigns authentically reflect the diverse community we serve. We actively encourage applications from Indigenous Peoples, Black and racialized persons, persons with disabilities, women, and members of the 2SLGBTQIA+ community, as we value the unique perspectives, lived experiences, and skillsets each individual brings to CapU.

To help us focus our efforts, we encourage all applicants to complete a short anonymous questionnaire, if they wish. The results of the questionnaire are not linked to you or your application and do not form part of the selection process. The goal of collecting this anonymous data is to gain a better understanding our organizational reach, while continuously working to improve the diversity of our applicant pool.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Should you require accommodations during the hiring process please reach out to

Position Title: Student Recruitment Ambassador

Union: MoveUP

Department: Registrar's Office, Recruitment & Admissions

Position Status: Temporary Part-Time

Position Numbers: P20474 & P20637

Position Start Date: May 1st, 2026

Position End Date: August 31st, 2026

Job Posting Open Date: April 16th, 2026

Job Posting Close Date: April 23rd, 2026

Pay Group: 6

Salary: \$22.21 per hour (with increments to a max of \$24.98 per hour)

Location: North Vancouver

Working with us

At Capilano University, learners are our focus. Guided by the goals outlined in [Envisioning](#) and [Illuminating 2030](#), employees play an essential role in creating an exceptional learning experience for and with learners and are central to a thriving campus community. Together, we are inspired by imagination and Capilano University is one of the leading teaching-focused universities in British Columbia and one of BC's Top Employers. Grounded by our sense of purpose, we offer a meaningful, friendly, and dynamic work environment.

About the role

Capilano University's Student Recruitment Team is seeking 2 Student Recruitment Ambassadors to represent the university on campus as well as at a variety of day and evening recruitment events throughout the Lower Mainland. The successful candidates will:

- Represent the University's full range of programs and courses at recruitment events on and off campus either in-person or remotely using MS Teams and/or Zoom.
- Present to groups of future students and their parents or families.
- Attend recruitment fairs and answer questions from future students and/or their families.
- Assist with on-campus recruitment duties, such as campus tours, recruitment events, office administration, as needed.

Experience, competencies & qualifications

- Be an energetic, hardworking individual with the ability to take initiative.
- Be comfortable speaking to small or large groups as part of a presentation or while leading tours.
- Have a flexible schedule with occasional evening availability.
- Be punctual, presentable and professional with an approachable and friendly demeanor.
- Be able to lift heavy boxes and materials.
- Have an understanding of CapU's programs, admission procedures & university culture
- Have familiarity with good marketing and public relations practices.
- Have excellent organization, presentation, communication & administration skills.
- Be skilled at engaging with future students via social media & able to collaborate on development
- of social media content for future students & their families.
- Have experience building relationships with the general public and/or the Campus Community.
- Have experience working in and collaborating with a team.

Other requirements:

- Have access to reliable transportation. A vehicle with valid insurance is an asset.
- A valid Class 7 or 5 driver's license and a clean drivers abstract is an asset.

Eligibility Requirements

To be eligible for student employment, a student must be in good academic standing with the University. Good standing is defined as having a GPA of 2.0 and no current notations regarding academic standing, student conduct or outstanding fees per policy S2003-003 Academic Standing, a copy of which can be found on the University's website.

Domestic students must be enrolled in, and maintain, a minimum of two or more (6 credits) courses at Capilano University throughout the work term; international students must: during the fall and winter semesters, be enrolled in, and maintain, a minimum of 9 credits at Capilano University throughout the work term; have a valid Study Permit.

Student employees are not required to be enrolled in courses during the summer term to maintain eligibility for employment; however, they must have been enrolled in a minimum of six credits during the preceding spring term. Furthermore, international students must abide by the terms of their work or study visas.

Students who complete their studies in the spring or summer terms may have their appointments extended until August 31 of the same year; students who complete their studies in the fall term may have their appointments extended until December 31 of the same year.

Please inform People, Culture & Diversity without delay of any changes to your status including enrollment, academic standing, or immigration or work authorization that may impact your eligibility to remain employed as a student.

For more information

As part of the application process, you must provide proof of enrollment at Capilano University. Please see above for full eligibility criteria. Enrollment verification letters can be generated by students using the following steps:

1. Log into your [myCapU Account](#)
2. Through student services, select "enrollment verification"
3. From the drop-down menus, select the term in which you'll be working and "Enrollment Verification"
4. Save the .pdf that is generated
5. Include the .pdf to your job application

Days and Hours of Work:

To be determined by the needs of the department.

How to apply

Please submit your application package to talentacquisition@capilanou.ca and be sure to include the following:



1. The position title and position number in the subject line of your email.
2. Your resume and enrollment verification document. We will let you know if we require any further documents for your application, such as a cover letter, etc.
3. You will also need to provide your student ID number, and confirm that you meet the student employee eligibility requirements outlined in the posting.
4. Please provide the answer to the following question in the body of your email:
 - a. Are you currently employed at Capilano University as a student employee in another role?

Thank you for your interest in this opportunity with us at Capilano University!