



Admissions Officer

Under the authority of the *Professional Engineers Act*, Professional Engineers Ontario (PEO) governs over 91,000 licence and certificate holders and regulates professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. Its vision is to be the trusted leader in professional self-regulation.

PEO is seeking to complement the Admissions team with an Admissions Officer on regular, full-time basis. Under the direction of the Manager, the Admissions Officer administers the P.Eng. application processes related to the Admissions Unit consistent with the requirements of the *Professional Engineers Act*, Regulations 941 and PEO policies and procedures; coordinates the requisite activities at the pre- and post-academic qualifications assessment stage of the admissions process; provides necessary support to the Academic Requirements Committee on academic matters and monitors their academic assessment decisions to ensure consistency; oversees the content of the Admissions Unit's correspondences and publications; liaises with legal counsel and represents the Admissions Unit at Registration Hearings on issues related to academics; and performs duties related to the processing of licence applications.

MAJOR RESPONSIBILITIES:

- Provide support to the Admissions Manager and ensure the processing of applications is consistent with the requirements of the *Professional Engineers Act*, Regulation 941 and PEO policies and procedures;
- Assist the Manager with reviewing the academic qualifications of professional engineer applicants and prepare succinct synopses/overviews;
- Support and advise the Academic Requirements Committee on applicants' academic qualifications and monitor their academic assessment decisions to ensure consistency;
- Provide support related to Admissions Registration hearings and applicants' formal/informal complaints, including preparing files/documentation for PEO's legal counsel and for reconsideration based on applicants' requests;
- Handle applicants' informal complaints and requests for reconsiderations;
- Interact with the Volunteer Management department regarding ARC memberships and arrange for new members' orientation/training;
- Communicate to applicants the status of their application, the next steps in the licensure process, legislated time requirements and consequences if they are exceeded (e.g., withdrawal of applications), and assessment decisions;
- Advise applicants of deficiencies in their qualifications and how they may be remedied;



- Ensure that applicants who need to confirm the equivalency of their academic preparation to the established standard, or address identified deficiencies via technical examination program assignments, are aware of the exam policies, exam sitting dates and locations;
- Verify the accuracy of all relevant Admissions Unit information and/or data prior to their dissemination or publication;
- Maintain viable inter-departmental liaisons; and
- Undertake special projects in support of the department's functions.

Candidates must possess a bachelor's degree in engineering, a P.Eng. licence along with 3-5 years of experience

For this fast-paced position, preference will be given to individuals with superior oral and written communication skills, coupled with strong interpersonal skills; cross-cultural sensitivity, tact and good judgment; detail and accuracy; and proficiency with office software. Candidates must demonstrate experience with database and office technology.

Qualified professionals are invited to submit their resume along with a cover letter stating salary expectations no later than **March 15, 2020**. Please submit by email in confidence to:

Professional Engineers Ontario
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Email: peopledevelopment@peo.on.ca