



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

## **Student Records Coordinator**

Full Time, Permanent

### **POSITION SUMMARY**

Reporting to the Associate Registrar, the Student Records Coordinator is responsible for the receipt, import and data entry of high school and post-secondary transcripts, the distribution of King's transcripts, and the organized maintenance of student files. In addition, the Student Records Coordinator is the lead staff member in providing excellent student service in the office.

### **KEY RESPONSIBILITIES**

- Greet, assist, and direct students and staff by responding to inquiries for information using CrossRoad®, Sage™, SharePoint and publications as required.
- Respond to internal and external inquiries, in person, by phone, by email and by on-line chat, regarding applications, registration, payments, fees owing, and program information.
- Process in person and online banking payments.
- Process incoming and outgoing mail, including large-scale mailings.
- Receive and acknowledge paper and electronic ApplyAlberta transcripts, requesting additional information as necessary and process requests for outgoing transcripts.
- Accurately maintain the CrossRoad © student information system files.
- Daily balancing of the cash drawer and matching individual POS receipts to the daily transaction report. Create a deposit report and deliver to the Accounts Receivable Officer.
- Some overtime and weekend work expected during registration and convocation.

### **QUALIFICATIONS**

- Minimum of two years of clerical experience or equivalent educational preparation
- Some post-secondary education is preferred
- Strong interpersonal and communication skills with a proven focus on client service, and the ability to work effectively with a wide range of clients
- Excellent organizational skills.
- Ability to maintain confidentiality and exercise discretion
- Proficiency in the use of computer systems and software, including data entry, email, internet applications, MS Office, and student information systems or other related database expertise.
- Professing, practicing Christian, committed to Christian post-secondary education.

---

A condition of employment is assent to the University's Christian Statement of Faith found at:  
<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes to:

**Human Resources**

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*