



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.

Coordinator of Support and Engagement Leder School of Business

Part-time, Continuing

.75 FTE Sept. – Apr., .3 FTE May - Aug

POSITION SUMMARY

Under the direction of the Dean, the Coordinator of Support and Engagement will provide relational and administrative support to Leder students and faculty to enhance student recruitment, student retention, communication, and faculty success. This position has five main responsibilities: 1) Retention: Support current Leder students to persist to graduation, 2) Recruitment: Assist the Dean and the Office of Recruitment and Admissions in recruiting new students to the Leder School of Business, 3) Connection: Facilitate effective communication within the department, 4) Support: Provide some administrative support to the Dean and Faculty as needed, 5) Events: Coordinate and plan logistics of the Leder School of business events and initiatives.

KEY RESPONSIBILITIES

Student Retention Support

- Serve as a cheerful, engaged, and empathic source of support to all Leder School of Business students.
- Serve as a liaison between the Leder School of Business, the Academic Enrichment Centre, Student Life, Centre for career and Calling, and other departments to build opportunities for student retention and persistence initiatives.
- Collaborate with faculty, Student Life, the Academic Enrichment Centre and other departments to identify potential barriers to student persistence and lead the development of strategies to address these barriers within the Leder School of Business.
- Act as a liaison to at-risk students whether self-identified or faculty/staff identified for academic support services such as tutoring, library services, campus ministry, counselling, financial aid, career services, or disability services.
- Mentor students on university policies and procedures that impact their enrolment (e.g. registration policies, grading policies and procedures, grievance policies and procedures, etc.) and provide support for students as they progress through their coursework.

Student Recruitment Support

- Serve as a liaison between the Leder School of Business and the office of Recruitment and Admissions to enhance student recruitment initiatives.
- Serve as a point of contact for prospective student questions about the Leder School of Business and as a liaison between prospective students and the Business Faculty/Dean.

- Assist the Dean and Faculty as needed in student recruitment efforts and initiatives.

Departmental Communications

- Collaborate with Marketing to maintain social media support for the Leder School of Business, as well as ensure webpage and SharePoint sites are up to date.
- Work with the Dean to create and disseminate a newsletter twice each year (Fall/Winter) highlighting activities and events within the Leder School of Business.
- Work with the Registry (current students) and Advancement (Alumni) offices to ensure the contact information for current students and alumni of the Leder School of Business are current and up to date.
- Communicate with students and instructors to ensure the smooth running of the department.
- Communicate Leder School of Business events and initiatives to the University.

Department Support

- Handle routine correspondence coming into the School of Business both internally and externally, by responding or redirecting as appropriate.
- Maintain central files for the program and events to ensure continuity.
- Provide reception duties for the department, welcoming and supporting students and others into the Business pod space.
- Ensure department meetings are regularly scheduled and take minutes as required at any meeting.
- Assist all faculty, especially sessionals, with logistics of course delivery as required.
- Coordinate routine academic processes and reporting for the Leder School of Business.
- Organize and support committees and other meetings or events.
- General administrative tasks as assigned.
- On behalf of the Dean liaise with other departments to ensure Leder School of Business process is effective for the Dean, Faculty and students.

Event Coordination and support

- Assist in planning events and initiatives for the Leder School of business, ensure that reoccurring events are scheduled and communicated as appropriate.
- Act as the point of contact between the Leder School of Business and the Leder Business Association (student group), providing support and advice.
- Manage logistic support for events and activities, helping to organize events and people required.
- Organize student orientation, competitive case team travel, and grad activities.
- Represent Leder School of Business at events as requested/required both internally and externally.

QUALIFICATIONS

- Must possess a servant's heart and a desire to help students and faculty thrive
- Some post- secondary education/ exposure is beneficial
- Excellent command of spoken and written English
- Good word processing, spreadsheet and data base skills
- Ability to maintain confidentiality and exercise discretion
- Ability to work independently and take initiative
- Good communication, interpersonal, and organizational skills
- Strong ability to prioritize personal work and the work of others
- Suitable experience in an administrative position
- Excellent organization skills
- Experience event planning

Expected start date: August 15

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

Applications will be reviewed beginning July 8th. Position will remain open until a suitable candidate is found. Forward resumes and cover letter by e-mail to:

Human Resources

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

E-mail: humanresources@kingsu.ca. Visit our web site at 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.