



*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.*

## **Admissions Information Coordinator**

Full-time, Temporary 8-months

### **POSITION SUMMARY**

The Admissions Information Coordinator's main duty is to assist the Admissions department in maintaining the operation of our recruitment and admissions information systems. These duties include day-to-day maintenance of the contact relationship management software (Slate), implementing policies and procedures to ensure database integrity, importing and exporting data to and from various internal and external systems, social media management, supporting reporting efforts, maintaining a full communication flow for work with audiences with which the Admissions department is in contact, and reviewing Admissions web pages and publications for necessary updates.

This is an **eight month contract position**.

### **KEY RESPONSIBILITIES**

- Maintain processes in Slate to be a fully operational Customer Relations Management (CRM) database for use by Admissions and other departments.
- Perform prospective student database administrator functions, including database maintenance, data importing and exporting as necessary, security set-up, and clean-up tasks.
- Build, run and refine queries, exports, and reports.
- Assist in implementing and maintaining standards and procedures for use of, and interaction with the database to ensure data integrity, ease of use, and accuracy of extracted data.
- Assist in coordinating software and hardware upgrades and other projects pertaining to Slate with the Information Technology (IT) department. Work with IT and outside vendors to troubleshoot network and software issues.
- Maintain communication plans to prospective students, high schools, churches, parents and other audiences.
- Work with Marketing to maintain electronic and print materials to connect with prospective students, high schools, churches, parents and other audiences.
- Prepare publications and Admissions information for weekly/monthly/yearly mailed packages.
- Organize and oversee preparation/execution of regular mail-outs.
- Liaise with the Marketing department ensure Admissions forms and information are up to date on the King's website.
- As a member of the Admissions team, assist and participate in other Admissions events and tasks as required.

## QUALIFICATIONS

- Bachelor's degree with at minimum of two years relevant relational database management experience.
- Excellent computer skills including a high-level of proficiency in a customer database, Microsoft Excel, and other MS Office applications. A thorough understanding of import, export and validation processes is essential, as well as experience with meeting program goals and deadlines.
- Any experience with HTML and CSS will be considered an asset.
- Excellent written/verbal communication skills, particularly in relation to relevant Admissions audiences.
- Excellent experience using social media and content creation on platforms like Instagram, LinkedIn, TikTok, Twitter and more
- Strong interpersonal skills.
- Experience with content creation for online or printed publications.
- High level of analytical, mathematical, and problem-solving skills. Must be able to exercise decisiveness and good judgment in situations requiring the evaluation of information to reach creative solutions.
- Ability to understand and translate marketing and communication goals to database setup and systems development.
- Excellent organizational skills including the ability to identify priorities, work independently, meet deadlines, and use logic and analysis to solve computer software problems.
- Ability to maintain confidentiality is critical.

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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 resume 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](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.*