



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.

Community Life Coordinator

Full-time, Continuing

POSITION SUMMARY

Under the direction of the Dean of Students, the Community Life Coordinator (CLC) is tasked with inspiring and promoting community on campus and supports a residence culture that enhances student mental, emotional, spiritual and physical wellness. We are seeking candidates who will bring new ideas to our team and will further our goals to enhance the on-campus student experience at King's. This is a live-in position (1000+ sq. foot 2.5 bedroom apartment with living room, full kitchen and in suite laundry overlooking Edmonton's urban forest and city centre) in a campus residence facility. It includes a standard meal allowance as taxable benefit and requires irregular hours with occasional evenings and weekends with on-call responsibilities.

KEY RESPONSIBILITIES

- Assist students in engaging with University life by implementing and evaluating a holistic, co-curricular and mission-focused engagement program with the Student Life department.
- Work with campus departments and residence assistants to coordinate and manage an effective, vibrant Residence Life program encompassing each student's experience from student placement and check in to student move out.
- Work within the Student Life team to develop engaging programs and events for all students.
- Support the facilitation of non-academic restorative processes within university policy.
- Refer students, as appropriate, to other campus resources and departments for student support.
- Assist the Student Life department with the promotion, application and hiring of student workers and resident assistants.
- Provide training and oversee a team of Residence Assistants.
- Maintain confidential information using appropriate university systems and processes.
- Maintain knowledge of University policy and procedures.
- Support and attend annual events such as Student Move-in, Orientation, Fall Retreat, Open House.
- Participate in training as directed by supervisor.
- Participate in University committees and other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required; Master's degree is an asset.
- Minimum of 2 years of related experience.
- Passion and care for community building, mentoring and restorative approaches.
- Background in event planning and facilitation is required.
- Crisis intervention and conflict resolution skills are required.
- Suicide prevention and awareness training is preferred.
- Self-motivated, takes initiative, detail-oriented and able to handle change positively.
- Excellent organizational and communication skills.
- Ability to maintain confidentiality of records and information, including a knowledge of PIPA legislation.
- Demonstrated ability to work both independently and as part of a team.
- Ability to prioritize workload and determine daily priorities for assignments, projects, meetings and appointments.
- A mature and expressive faith commitment to Christ as Lord, demonstrated in a Christ-like attitude.
- A clear understanding of and commitment to The King's University mission.

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. **Apply by uploading your resume and cover letter through our website at [kingsu.ca/careers](https://www.kingsu.ca/careers)**

Human Resources

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

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.