



*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 Officer- Student Recruiter**

### Full-time, Continuing

#### **POSITIONS SUMMARY**

Working with the admissions team, this position is responsible to generate leads and recruit prospective students who have demonstrated an interest in pursuing Christian post-secondary education. The Recruiter strives to help meet the university's short- and long-term enrolment goals by informing, encouraging, and advising prospective students on the benefits of attending The King's University and by providing information about our programs.

Note: This position requires extensive travel.

#### **KEY RESPONSIBILITIES**

- Travel to high schools and other recruitment events to provide advising services and meet with counselors, parents, and prospective TKU students and attend college fairs.
- Design, create, and implement a comprehensive recruiting campaign to attract a preferred student population to the TKU.
- Conduct dynamic presentations and effectively answer questions about admission and application requirements and processes.
- Develop and curate marketing Ideas for recruiting and social media posts and interaction.
- Generate leads by effectively selling TKU.
- Provide general recruitment information for TKU, keeping up to date with The University admission requirements, policies and procedures.

#### Other

- Maintain familiarity with university personnel, programs, and plans for future development.
- Develop and deliver presentations for all types of on- and off-campus visits.
- Assist in the preparation and distribution of promotional materials and newsletters.
- Host visitors to the University when on campus.
- Represent and network on behalf of the University at conventions and conferences delivered by professional associations in which the department has a membership.
- Assist in developing and maintaining various initiatives run by the Admissions department.
- Take responsibility for a special project as part of the Admissions department ongoing efforts.
- Provide support to advising

## QUALIFICATIONS

- Excellent sales and marketing skills
- Excellent Communication skills
- Strong organizational skills
- At least two years of university education; BA or equivalent preferred
- Familiarity with Christian university education
- Good interpersonal skills for dealing with teenagers and young adults
- Commitment to Christian post-secondary education, including an understanding of King's ethos and culture
- Valid Class 5 driver's license

---

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 submitted your resume and cover letter to [kingsu.ca/careers](mailto:kingsu.ca/careers).

### 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.*