



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Student Recruitment Manager

Full-time, Continuing

POSITION SUMMARY

Reporting to the Director of Recruitment & Admissions, the Recruitment Manager will be experienced in lead generation and student recruitment. They will be an active student recruiter who is extensively involved in participating in off- and on-campus recruitment activities in addition to providing leadership to the other recruiters on the team. The Recruitment Manager is a key leader in managing recruitment processes, while maintaining The King's University's integrity during every stage of prospective student lead generation. The Recruitment Manager will have significant input in new market development and lead generation strategies and processes.

KEY RESPONSIBILITIES

- Actively participate in student recruitment events and school visits within and outside of Alberta.
- Collaborate with the Director on developing and implementing recruitment strategies and identifying and developing new recruitment opportunities.
- Build business cases for new relationships designed to meet enrolment goals and recommending participation in these opportunities to increase recruitment.
- Supervise, train, and evaluate recruitment staff.
- Create innovative recruitment events on- and off-campus and manage operational activities for recruitment.
- Identify new opportunities for and manage existing relationships with third-party representatives and agents for domestic student recruitment.
- Manage and continuously engage in relevant recruitment, lead generation, and skills training.
- Promote and co-ordinate the strategies and programs for student recruitment and related presentation duties.
- Lead a student ambassador team and collaborate with the rest of the Recruitment & Admissions staff on leveraging this resource to support various recruitment and admissions responsibilities.
- Work with the Communications and Office Coordinator to design presentations with a strategic marketing approach appropriate to the intended audience.
- Conduct campus tours that effectively illustrate the King's experience, including providing information on programs, admissions processes, student life and other areas of the campus experience.
- Work with on-campus partners to create a welcoming and informed experience for visitors.
- Train staff and student ambassadors on important tour information and best-practices.
- Coordinate, schedule, and staff online recruitment sessions.
- Define recruitment territory assignments and responsibilities for the recruitment team.
- May require work on evenings and weekends and will require extensive travel.

QUALIFICATIONS

- At least two years of university education; BA or equivalent preferred.
- Two years of experience in university or post-secondary student recruitment.
- Familiarity with and commitment to Christian post-secondary education.
- Excellent sales and marketing skills.
- Ability to train and supervise a team of recruiters.
- Ability to communicate effectively with students, parents, employees, and administration.
- Excellent customer service
- Effective verbal communication skills.
- Strong organizational and supervisory skills.
- Good interpersonal skills for dealing with students and their families.
- Computer literacy including Microsoft Office suite, a Customer Relationship Management system and prospective student database.
- Ability to work independently with minimal supervision.
- Valid class 5 driver's license.
- Professing Christian able to sign King's Statement of Faith

Note: Significant travel is required in this position

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

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

The King's University follows a standardized salary grid. The salary range for the position is \$55,000 - \$70,000/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

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.