



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.

Admissions Officer - Advisor

Continuing, full-time

POSITION SUMMARY

Working in collaboration with the admissions team, this position is responsible to recruit prospective students who have demonstrated an interest in pursuing Christian post-secondary education. The Admissions Advisor 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.

The Advisor promotes the University among:

- prospective students
- those who are persons of influence with prospective students in the community: school counsellors, parents, and youth pastors/pastors
- current and prospective supporting constituencies

The Advisor has their own special task(s) for which they are held responsible, as well as a share of the responsibilities with other members of the Enrolment Services team. These projects are ongoing and support the recruitment efforts of the Enrolment Services department.

Note: This position may require some travel, especially in the months September to December.

KEY RESPONSIBILITIES

- Recruit prospective students who desire and will benefit from a Christian university education.
- Coordinate and implement travel itineraries for student recruitment.
- Represent the University at all student recruitment events attended, such as college and career fairs, conferences and other events, at other post-secondary institutions, and as part of post-secondary recruitment associations.
- Assist in the planning and delivery of events for student recruitment at the University and elsewhere.
- Establish and maintain personal direct contact with prospective students from initial contact through to the point of registration.
- Follow up initial contacts with appropriate materials and by in-person, electronic, or telephone contact.
- Represent the University to school counsellors, parents and youth leaders
- Maintain prospective student records in appropriate student database.
- Provide application, admission, and course selection assistance to incoming students.
- 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 campus.
- 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.
- Other duties as assigned.

QUALIFICATIONS

- Excellent verbal communication skills
- Strong organizational skills
- At least two years of university education; Bachelor's degree preferred
- Familiarity with Christian university education
- Good interpersonal skills for dealing with young adults
- Valid Class 5 driver's license or equivalent
- Deep understanding of the mission, ethos and culture of The King's University
- Commitment to Christian post-secondary education, including an understanding of King's ethos and culture
- Professing Christian able to sign King's Statement of Faith

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 \$49,000-\$60,000/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.