



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 Data & Communications Coordinator

Full-time, Continuing

POSITION SUMMARY

This position coordinates Recruitment and Admissions data management and communications. The coordinator will support and train members of the Admissions team, student workers, and other departments in prospective student database policies and procedures as well as providing mentorship in developing digital and print content, management of social media strategies and content coordination, and developing a full communication flow for work with audiences with which the Recruitment and Admissions Department is in contact. This position is also responsible for reviewing Recruitment and Admissions webpages for content completeness and accuracy and will coordinate necessary updates.

KEY RESPONSIBILITIES

- Ensure Admissions Customer Relations Management (CRM) database is functioning effectively and that policies and procedures for use are maintained and updated as necessary.
- 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.
- Build and maintain communication plans for prospective students, high schools, churches, parents, and other audiences.
- Develop 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.
- Liaising with the marketing team and other departments within the institution to make sure Admissions forms, information, and announcements are up-to-date on the King's website and within campus.
- As a member of the Recruitment and Admissions team, assist and participate in other office events and tasks as required.

QUALIFICATIONS

- Bachelor's degree with 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.
- Thorough understanding of import, export and validation processes is essential, as well as experience with meeting program goals and deadlines.
- Excellent written and verbal communication skills, particularly in relation to relevant Recruitment & Admissions audiences.
- Strong interpersonal skills.

- Experience with content creation for online or printed publications.
- High level 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 provide leadership and training in the use of the Recruitment & Admissions database as it relates to the needs of the department.
- Ability to maintain confidentiality is critical.
- Deep understanding and commitment to Christian post-secondary education and the mission of The King's University.
- 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 this position is \$50,000 - \$65,000/year 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.