



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.

Manager of Admissions Student Advising

Full-time, Continuing

POSITION SUMMARY

Reporting to the Director of Recruitment & Admissions, the Admissions Student Advising Manager will be experienced in working with prospective students and their families during the application and admission process. They will be responsible for leading a team of admissions advisors in converting prospective student inquiries into applications, admissions, and registrations. The Admissions Student Advising Manager will actively be involved in working directly with students in addition to the leadership and support they will be expected to provide to their team of admissions advisors. In consultation with the Director of Recruitment and Admissions they will be responsible for the development and implementation of strategies to improve the conversation rates of inquires to registrants. The Admissions Student Advising Manager will also be a participatory member of a larger recruitment and admissions team in supporting the achievement of the university's enrolment goals.

KEY RESPONSIBILITIES

- Supervise and lead a team of admissions advisors within the Recruitment and Admissions department.
- Collaborate with the Director on developing and implementing strategies to support the conversation of prospective student inquiries into admissions and registrations.
- Meet with prospective students and their families during campus visit appointments. This may include providing campus tours.
- Ensuring timely responses to all student inquiries throughout the application and admissions process.
- Responsible for ensuring student applications are complete and are assessed in a timely manner.
- Implement all admissions policies and procedures during the admissions process.
- Responsible for making admissions decisions and in supporting other advisors in making admissions decisions.
- Advise admitted students during the course registration process.
- Oversee advising International and Education students specifically.
- Assisting the recruitment and admissions team in performing other tasks and responsibilities in support of departmental objectives as required.
- May require work on evenings and weekends and will require some travel.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree.
- Experience working in an administrative role in a university setting, preferably in an Admissions office.
- Strong knowledge of Canadian high school and university systems.
- Familiarity with and commitment to Christian post-secondary education.
- Ability to lead, train and supervise a team.
- Excellent verbal communications skills.
- Excellent sales and marketing skills.
- Ability to communicate effectively with students, parents, employees, and administration.
- Excellent customer service.
- Effective verbal communication skills.
- Strong organizational skills.
- Computer literacy including MS Office suite, a customer relationship management system and prospective student database.
- Ability to work independently with minimal supervision.
- 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 \$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.