



*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.*

## **Summer Student Administrative Assistant Centre for Teaching and Learning**

Full-time, 16-week Summer position

### **POSITION SUMMARY**

#### **UNIV 150 Academic Success Course Audit (Moodle)**

- Conduct a thorough review of the existing UNIV 150 Academic Success Course curriculum, identifying areas for improvement, updates, and enhancements.
- Propose and implement modifications to enhance the overall effectiveness of the course.
- Gather and compile a centralized database of academic support resources
- Complete an audit of online training (Moodle)
- International student online training and New Student Orientation

#### **Updating website**

- Update accessibility and inclusion information

#### **Records management**

- Scan, record, and transfer files from paper to digital files.

#### **Design and Marketing**

- Create and update Marketing items and brochures.

#### **Support Centre for Teaching and Learning during the summer months.**

- Schedule and proctor exams

### **QUALIFICATIONS**

- experience working in Moodle
- Knowledge of academic recourses and Learning Recourses
- Some post-secondary experience
- Knowledge of The King's University an asset

This position is funded through Canada Summers Jobs. All applicants must be between the ages of 15 – 30, and be legally entitled to work in Canada

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