



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

## **Coordinator Admissions Information and Communication**

### **Position Summary:**

This position coordinates and champions the development and operation of our Recruitment and Admissions information systems. These duties include: building and day-to-day maintenance of the contact relationship management software (Slate), developing and implementing policies and procedures to ensure database integrity, importing and exporting data to and from various internal and external systems, supporting reporting efforts, training the Admissions team and other departments as necessary in database policies and procedures, Writing content and developing a full communication flow for work with audiences with which the Admissions Department is in contact, and reviewing Admissions web pages for necessary updates.

### **Characteristic Duties:**

- With input from users, champion the development of Slate to be a fully operational Customer Relations Management (CRM) database for use by EMR and other departments.
- 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.
- Develop, implement and maintain standards and procedures for use of and interaction with the database to ensure data integrity, ease of use, and accuracy of extracted data.
- Train and provide technical support to all prospective student database users. Assist Admissions staff in using the aspects of the program required to support the work of the department.
- Coordinate software and hardware upgrades and other projects pertaining to Slate with the Information Technology (IT) Department. Work with IT and outside vendors to troubleshoot network and software issues.
- Build and maintain communication plan to 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.
- Organize and oversee preparation/execution of Ambassador Calling Campaign, and regular mail-outs.
- Liaising with the Marketing Department in order to make sure Admissions forms and information are up to date on the King's website.
- As a member of the Admissions team, assist and participate in other Admissions events and tasks as required.

## Qualifications:

- Bachelor's degree with at five years 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. A thorough understanding of import, export and validation processes is essential, as well as experience with meeting program goals and deadlines.
- Excellent written/verbal communication skills, particularly in relation to relevant Admissions audiences.
- Strong interpersonal skills.
- Experience with content creation for online or printed publications.
- High level of analytical, mathematical, and 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 Slate database as it relates to the needs of the Admissions Department.
- Ability to maintain confidentiality is critical.
- Familiarity with Christian post-secondary education.

A condition of employment is assent to the University's Christian Statement of Faith found at: <https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Submit resumes to:

Human Resources  
The King's University  
9125-50 Street, Edmonton 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.*

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents. The university encourages all qualified female and male candidates, including visible minorities, to apply.