



# PROVIDENCE

EST. 1925

## ENROLMENT OFFICER – UNIVERSITY COLLEGE

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

### POSITION OVERVIEW

Reporting to the Director of Enrolment Management, the Enrolment Officer responsibility is to maximize contact between the institution and future new students by coordinating online recruitment, data entry, and file management. The Enrolment Officer plays an active and important part in the work of the Enrolment Management Office as the primary contact between the future student and the institution throughout the application process.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

#### RECRUITMENT PROCESS

- Traveling (driving) to recruitment locations
- Presenting
- Answer questions about the school at booths
- To be highly familiar with the educational programs at Providence to provide academic advice to future students
- To be familiar with the scholarships and bursaries for Providence students
- Networking (with guidance counsellors, teachers, and fellow recruiters)
- Observing other schools to see what works and what doesn't
- To attend special conventions and meetings as required, representing Providence
- Meeting recruitment quota/goals to achieve and exceed the departmental objective of developing consistent positive enrolment patterns

#### ADMINISTRATIVE RESPONSIBILITIES

- Manage data
  - Inquiry input
  - Application processing
- Data organization (logging all correspondence with potential students)
- Maintaining inquiry/applicant information on database
- Phone calls/emails to prospective/applied students



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- Status reports

## HOSTING PROSPECTIVE STUDENTS AND PARENTS ON CAMPUS

- Touring students around campus
- Planning & organizing of Open House & Breakaway

## PROFESSIONAL DEVELOPMENT

- To attend professional development conferences and training seminars when possible

## MAIL-OUTS AND PROMOTIONAL MATERIALS

- To coordinate the mail-out system and distribute incoming mail and general information emails
- Printing, packaging, and mailing out packages to newly prospective students
- To maintain the campus displays and the organization of promotional materials

## ADDITIONAL DUTIES

- Random projects
- Assignments from the Director
- Participate in recruiter consortium meetings
- To assist the Director of Enrolment Management and other Enrolment Officers as required

## PERSONAL COMMITMENT

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- To be in good standing at a local church;
- An enthusiastic personal faith commitment;
- A commitment to Christian higher education and to Christian ministry;
- Affirm the Covenant of Faith of Providence University College and Seminary as outlined in the Staff Handbook;
- Able and willing to uphold the Covenant Of Community Life and model conduct accordingly;

## EDUCATION & QUALIFICATIONS

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- Bachelor degree preferred;
- Minimum 1-2 years recruitment experience in a post-secondary setting;
- Knowledge of the school, programs, student life beneficial;
- Proficient in MS Office 365;



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- Database management experience; Campus management software– used to track student information and Velocify Lead Management System;
- Standard office equipment;
- Class 5 driver's licence;

## COMPETENCIES

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- Communication: Excellent skills both oral and written and interpersonal communication; between fellow recruiters, students, pastors, guidance counsellors, teachers;
- Customer service attitude. Seeks to serve the student as the institution's most important customer;
- Strong organizational and detail management skills; Administrative – database management, student information systems;
- Initiative: A willingness to take on responsibilities and challenges;
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations;
- Attention to Detail: Attentive to detail and thorough in completing work tasks;
- Multi-task: Ability to work on multiple tasks; ability to prioritize a high volume of tasks and activities;
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
- Flexibility/adaptability;
- Administrative skills;
- Time management;
- Teamwork;
- Public speaking skills (at recruitment events);
- A commitment to Christian higher education and to Christian ministry. The Enrolment Officer will encourage potential students to consider the possibilities of a Christ-Centred University Education at Providence University College and Theological Seminary and Mile Two Discipleship School;

## WORK ARRANGEMENT

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- Work independently;
- Physical ability to lift and carry up 70 lbs. (ability to transport heavy equipment for displays and other Enrolment related events – boxes may weigh up to 70 lbs.);
- Evenings and/or weekends are required;
- Job-related travel, away from the office approximately 20%-30% of the time;