



PROVIDENCE

RECRUITMENT SPECIALIST (TERM) – 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 Enrollment Management, the Recruitment Specialist will work within a team environment and play an important role in Providence University College's recruitment activities in building awareness amongst prospective students, parents, churches, high schools and Bible camps and growing enrollment.

The Recruitment Specialist will provide customer service and correspond with prospective students, guidance counsellors, teachers, youth pastors, and Bible camp directors.

AREAS OF RESPONSIBILITY INCLUDE (BUT ARE NOT LIMITED TO)

Recruitment (70%)

- Develop, deliver and facilitate information sessions, either in-person at high schools, churches, Bible camps, or virtually, to highlight the Providence experience and the advantages to positively influence prospective students.
- Maintain thorough knowledge of our programs, application and admissions requirements, distinctive features of studying at Providence. Update recruitment information on the Providence website as well as engage in social media promotion.
- Make travel arrangements, once able, and/or virtual set-up for information sessions, associated with visits to high schools, churches and Bible camps.
- Once inquiries have been generated during visits/virtual events, pass them off to the relevant enrollment officer who will then follow up and build relationships with the prospective students and parents.
- Assist in responding to inquiries in person, over the phone, via Zoom call, text and social media where necessary.
- Build relationships with high school guidance counsellors, youth pastors, Bible camp directors via correspondence and learning how Providence can add value to their constituents (i.e. students, youth, camp staff respectively). Work collaboratively with other enrollment officers on this project.
- Work closely with faculty and Student Development to think of ways of engaging prospective students with Providence by providing valuable resources/insights on topics of interest.
- Organize phone-a-thons to reach out to guidance counsellors, youth pastors and Bible camp directors.
- Assist with administrative duties in the department.
- Assist with the Student Ambassador program.



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Reporting (20%)

- Conduct various surveys for prospective students, guidance counsellors, youth pastors and Bible camp directors to enable the department to serve these constituencies well.
- Conduct surveys for first year students.
- Draft summary reports at the end of each recruitment event.

Events (10%)

- Assist with planning/developing recruitment events on-campus, whether in-person or virtual.

Other

- Any other duties assigned by the Director of Enrollment Management that would help the department reach its objectives.

EDUCATION & QUALIFICATIONS

- Bachelor's degree preferred
- Minimum 1-2 years recruitment experience in a post-secondary setting preferred
- Knowledge of the school, programs, student life beneficial
- Proficient in MS Office 365
- Database management experience
- Use of standard office equipment
- Class 5 driver's license

COMPETENCIES

- Communication: Excellent oral and written skills 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 skills: database management, student information systems
- Initiative: A willingness to take on responsibilities and challenges
- Dependability: Reliable, responsible, dependable and fulfills obligations
- Attention to detail: Attentive to detail and thorough in completing work tasks
- Multi-tasking: Ability to work on multiple tasks; ability to prioritize a high volume of tasks and activities



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- 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
- Time management
- Teamwork
- Public speaking skills (for recruitment events)
- A commitment to Christian higher education and to Christian ministry

PERSONAL COMMITMENT

- To be in good standing with a local church
- Have an enthusiastic personal faith commitment
- Have a commitment to Christian higher education and to Christian ministry
- Affirm the Statement of Faith of Providence University College and Theological Seminary as outlined in the Employee Handbook
- Able and willing to uphold the Covenant Of Community Life and model conduct accordingly

WORK ARRANGEMENT

- Full-time, term – 37.5 hrs/week, term begins September 14, 2020 and ends April 1, 2022 (with the possibility of a permanent position)
- Work independently remotely and/or on-site
- Physical ability to lift and carry up to 70 lbs
- Evenings and/or weekends are required; in such cases, start times can be flexible upon discussion with the Director of Enrollment Management

APPLY

- Please send your Cover Letter and Resume to Human Resources Manager, at hr@prov.ca