



PROVIDENCE

UNIVERSITY COLLEGE ENROLLMENT ADVISOR

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 Associate Vice President of Enrollment, the Enrollment Advisor provides comprehensive, one-on-one, admissions and enrollment services to applicants to the University. Conducts follow up communication through all communication media (phone, text, email, chat, walk-ins, tours and recruitment events) with prospects, applicants and newly admitted students; from the inquiry stage through the first date of class attendance. Participates in special campus events. Plans and delivers presentations to prospective students, parents, high school counselors, church groups, community leaders, etc. Conducts campus tours. Performs other related duties as assigned. This position is specifically responsible for recruiting students within assigned geographic territory.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Represents Providence to prospective students through scheduled presentations at the university, secondary schools, churches, faith-based events, and College Fairs.
- Participates in several evening and Saturday programs during the year as needed.
- Participate in all Preview Prov recruitment events as requested by the Associate Vice President.
- Develops and maintains key relationships with secondary schools, churches, church camps, gap year organizations, and other key stakeholders.
- Interviews and counsels prospective students and families with accurate and impactful information about the university.
- Maintains the highest standards in timely and effective email, text, phone, mail and/or in-person communications that involve admissions recruiting, guidance and/or counseling.
- Develops and delivers recruiting presentations to university visitors and prospective students and families.
- Provides timely and accurate information to help prospective students in completing applications and provides tailored customer service to assist them through matriculation.
- Maintain familiarity with Providence sports teams, team records and team schedules as they may relate to recruitment activities.
- Organizes on-campus and off-campus recruitment events and activities within selected territory.

- Maintain thorough knowledge of university programs, application and admissions requirements, and distinctive features of the university.
- Collaborate with faculty, student life, athletics, alumni, and other departments in engaging with prospective students by providing valuable resources/insights on topics of interest.
- Assist with administrative duties in the department.
- Assist with the Student Ambassador program.
- Maintain all student records up to date on a timely basis.
- Additional responsibilities as appropriate.
- Providing summary reports at the end of each recruitment event and activity.

EDUCATION & QUALIFICATIONS

- Bachelor's degree required.
- Minimum 1-2 years recruitment experience in a post-secondary setting preferred.
- Prior experience with faith-based post-secondary institutions beneficial.
- Proficient in MS Office 365.
- Database management experience

COMPETENCIES

- Excellent oral and written communication skills.
- Excellent interpersonal communication skills between fellow recruiters, students, pastors, guidance counsellors, and faculty.
- Highest standards for 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.
- Ability to meet deadlines and work under pressure.
- Comfort level for intensive travel requirements.
- Ability to handle multiple tasks at the same time.

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENTS

- Full-time (37.5 hours per week). May require some overtime which will be banked at 1.5X and taken as time off in collaboration with the supervisor.
- May require travel across Canada and the United States.
- Evenings and weekends as required.

APPLY

Submit a cover letter and resume by email to:

Chris Funk, Associate Vice President of Enrollment
c/o Marlin Reimer, Director of Human Resources

Email: hr@prov.ca

Start Date: Immediately upon hire

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from women and members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.