



PROVIDENCE

CENTRE FOR ON-DEMAND EDUCATION ENROLLMENT ADVISOR

For 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

A part of the Centre for On-Demand Education (CODE) and reporting to the Vice President of Enrollment, the Enrollment Advisor provides comprehensive, one-on-one admissions and enrollment services to applicants for the CODE programs. 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 to enrollment in the program. Participates in special campus events to promote CODE programs. Plans and delivers presentations to prospective students, church groups, community leaders, etc. Performs other related duties as assigned.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Represents Providence, specifically CODE, to prospective students through scheduled presentations at the university, churches, faith-based events, and College Fairs.
- Participates in several evening and Saturday programs during the year as needed.
- Develops and maintains key relationships with organizations, churches, church camps, gap year organizations, and other key stakeholders.
- Interviews and guides prospective students with precise and impactful information about competency-based education programs.
- Maintains the highest standards in timely and effective email, text, phone, mail and/or in-person communications that involve admissions recruiting, and guidance.
- Provides timely and accurate information to help prospective students in completing applications and provides tailored customer service to assist them through matriculation.
- Maintain thorough knowledge of CODE-specific programs.
- Assist with administrative duties in the department.
- Maintain all CRM records up to date on a timely basis.
- Additional responsibilities as appropriate.
- Providing summary reports at the end of each recruitment event and activity.

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 travel requirements.
- Ability to handle multiple tasks at the same time.

EDUCATION & QUALIFICATIONS

- Bachelor's degree required.
- Proven sales ability, including managing client relationships.
- Minimum 1-2 years recruitment experience in a post-secondary setting preferred.
- Prior experience with faith-based post-secondary institutions is beneficial.
- Proficient in MS Office 365.
- Database management experience

PERSONAL COMMITMENT

- An active 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 ARRANGEMENT

- This is a 12-month Contract (with the possibility of extension)
- Part-time (18.75 hours per week). It may require some evening/weekend overtime (banked at 1.5X), which is taken as time off in collaboration with the supervisor.
- May require travel across Canada and the United States

APPLY

Submit a cover letter and resume by email to:

Chris Funk, Vice President of Enrollment
Karen Anderson, Director of the Centre for On-Demand Education
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: May 1, 2025

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