



# PROVIDENCE

## ADMISSIONS SERVICES ASSISTANT

For over 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 Vice President of Enrollment, the Admissions Services Assistant supports the enrollment department in the area of application management, data clean-up, and other administrative tasks associated with new student admissions. This role assists our Admissions Services Coordinator in ensuring that admissions policies & correct processes are followed equitably for all incoming students applying to the University. This position will ultimately be responsible for receiving & processing student files for admission into Providence.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

- Assist with data entry and record maintenance for student files in the admissions funnel, including record creation and correction.
- Process applications & admissions decisions, updating relevant staff on decisions made regarding status. Updates enrollment team on additional follow up that may be required on a student's file (i.e., additional documentation needed).
- Maintains & updates student applications and admission information.
- Evaluate applications for acceptance as assigned by the VP of Enrollment & Admissions Services Coordinator.
- Authenticate official documentation for both international and domestic applicants, as per Providence's outlined procedures & regulations. This includes all physical & electronic forms of documentation received.
- Assists the Admissions Services Coordinator on developing & implementing new/better practices as required. Keeps current on industry standards.
- Maintains a high level of confidentiality within the department & university as it pertains to database, student records, and other sensitive information/records.
- 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.
- Maintain thorough knowledge of university programs, application and admissions requirements, and distinctive features of the university.
- Ensure that assigned student records are kept up to date on a timely basis.
- Additional responsibilities as appropriate.

## EDUCATION & QUALIFICATIONS

- Bachelor's degree preferred.
- Minimum 1-2 years of relevant experience; preference is given to those with experience within a post-secondary institution.
- 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.
- Highest standards for customer service attitude. Seeks to serve the student as the institution's most important customer.
- Excellent organizational and detail-management skills.
- Administrative – database management, student information systems, strong computer skills.
- Ability to meet deadlines and work under pressure.
- Ability to handle multiple tasks at the same time.
- Proven time management skills.
- Proven ability exercising good tact, discretion, and diplomacy when handling sensitive information/documentation.

## 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 ARRANGEMENTS

- 1-year contract with possibility of extension.
- Part-Time (18.75 hours per week). May require some overtime which will be banked at 1.5X and taken as time off in collaboration with the supervisor.
- Position is based in Otterburne, MB.

## APPLY

Submit a cover letter and resume by email to:  
Chris Funk, Vice President of Enrollment  
c/o Marlin Reimer, Human Resources Manager  
Email: [hr@prov.ca](mailto: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.