



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Summer Student - Hospitality

Full-time, 8-week summer position

POSITION SUMMARY

As a member of a conference services team, you will be required to:

- Communicate with clients about contract agreements.
- Attend weekly team meetings.
- Organize hospitality related logistics including room bookings, cleaning, and setup.
- Process catering service requests for events.
- Work on new catering initiatives.
- Deliver excellent customer service and implement hospitality best practices.
- Implement and review customer feedback assessments to measure success and satisfaction.
- Analyze space utilization and determine efficiencies to maximize capacity.
- Creating marketing material and a social media presence.
- Assist in all areas of conference services as needs arise

QUALIFICATIONS

- Strong interpersonal and customer service skills.
- Excellent oral and written communication skills.
- Ability to learn new concepts and industry trends quickly.
- Self-motivated and willing to pitch in on all tasks.
- Strong critical thinking and problem-solving skills.
- Previous hospitality or customer service experience desirable.

This position is funded through Canada Summers Jobs. All applicants must be between the ages of 15 – 30, and be legally entitled to work in Canada

Apply by submitting a resume and cover letter through our online portal at kingsu.ca/about-us/careers.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.