



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.

Administrator, Student Life & Learning

Full-time, Temporary contract position (August 2024 - May 2025)

POSITION SUMMARY

Under the direction of the Dean of Students, the Administrator, Student Life & Learning provides front line coordination of support for students as well as reception and administrative support for all student programs and services that integrate student life with the University's educational mission and values. This position provides a wide variety of program coordination and administrative support connected to each office of Student Life and the Centre for Teaching & Learning, all of which contribute to the efficient and professional operation of the department. The position also coordinates the hiring and scheduling of student support workers. This role is a ten-month position starting August 1.

KEY RESPONSIBILITIES

- Provide information to general inquires and makes appropriate referrals both within and outside Student Life program areas.
- Receive and retain confidential information for students who require assistance or follow up.
- Provide intake forms and makes appointments for students requesting appointments with counseling services. Refers students to online booking system as necessary.
- Provide administrative support for tasks/projects for efficient functioning of Student Life & Learning.
- Coordinate and schedule Student Life meetings, special events and other events as required.
- Create and distribute meeting agendas and minutes for Student Life meetings.
- Maintain and update Student Life policies, ensuring that the most current and accurate version is reflected on the University policy site and website
- Support and coordinate exam accommodations when needed
- Manage departmental subscriptions and memberships
- Assist with the promotion, application and hiring of student staff for Student Life & Learning program areas.
- Process and approve student leader reimbursement requests to Accounts Payable
- Attend to administrative details of annual Student Leader on boarding and off boarding including (but not limited to) hiring in Crossroads, submitting key and residence access requests to the Facilities Department Coordinator, and submitting stipend information to the Student Finance & Scholarship Coordinator.
- Coordinates the updating and distribution of various departmental documents including (but not limited to) the Community Living Standards, lease agreements, and residence agreements.
- Provide support for exam services including proctoring when necessary
- Assist in supporting Student Life offices in a variety of ways such as creating and submitting honoraria requests for various speakers, liaising with Conference Services for bookings and catering as required, assisting with the coordination of Open House, coordinating end-of-semester overnight study space,

raising purchase orders on behalf of the department, assisting with the coordination and implementation of orientation, etc.

- Provide administrative support to the Dean of Students when needed.
- Maintain working knowledge of university policy and procedures.
- Participate in training that supports University-mandated changes or skill development.
- Participate on University committees and other duties as assigned.

QUALIFICATIONS

- Excellent organizational, oral, and written communication skills.
- Experience with computer software programs including Microsoft Office Software including Outlook, Word, Excel, PowerPoint, and Publisher.
- Ability to maintain confidentiality of records and information.
- Demonstrated ability to work both independently and as part of an interdisciplinary team.
- Ability to prioritize workload and determine daily priorities for assignments, projects, meetings, and appointments.
- Ability to thrive in a busy office with regular interruptions.
- A mature and expressive faith commitment to Christ as Lord, demonstrated in a Christ-like attitude.
- A clear understanding of and commitment to The King's University mission.

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range is \$45,500 - \$57,889/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

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.