



## **ADMISSIONS COUNSELLOR**

**Full-time position (1.0)**

**Start Date: Immediate**

**Closing Date: open until position filled**

Vanguard is a bible college which exists to develop and mobilize Spirit-empowered leaders to be fruitful in God's mission. With 200 students on campus, 60 students on-line and approximately 30 staff we seek to make a significant contribution in shaping and inspiring the next generation of leaders for the kingdom of God in Alberta and beyond. Vanguard offers certificates, diplomas and degrees in Pastoral, Youth, Missions, Children's and Family Ministry, Worship, Pastoral Care & Counseling, Christian Ministry, and Discipleship.

The Admissions Counsellor position is an Admin Level One position reporting to the Enrolment Services Director and works with the Enrolment Department as a whole, to develop relationships between prospective students and Vanguard College.

### **Key Objectives:**

1. Admissions – Guide students through the process of admissions
2. Recruitment – Recruit prospective students
3. Partnerships – Engage in partnership with key stakeholders – youth pastors, parents, churches.

### **Key Skills:**

- Excellent organizational, administrative skills, and attention to detail.
- Strong communication skills with experience in public speaking.
- Strong relationship building skills and positive attitude.
- Ability to work collaboratively with others.
- Advanced computer skills: word processing, data management, experience with CRM systems, social media, and mail merge.
- Creative and innovative.
- Experience in project management.
- Experience in promotions is an asset

### **Education and Experience:**

- Post-secondary Diploma or Degree
- Minimum 2 years' experience in related field

We thank all applicants for their interest. If you identify with these values and possess these skills, please send your cover letter and resume to [humanresources@vanguardcollege.com](mailto:humanresources@vanguardcollege.com).

Please note in the subject line: **ADMISSIONS COUNSELLOR - Vanguard College.**