



## **ENROLMENT SERVICES DIRECTOR**

**Permanent, full-time**

**Start Date: Immediately**

**Closing Date: Until Filled**

Vanguard College is an institution of biblical higher education that 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 uphold a shared mission, vision, and core values for making a significant contribution to the next generation of leaders for the kingdom of God in the Alberta and Northwest Territories district of the PAOC 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.

Reporting to the President, the Enrolment Services Director is a senior administrative position giving leadership to the Enrolment department's primary responsibilities of marketing, promotions, recruiting, and admissions.

### **Key Functions:**

1. Provide leadership to the enrolment and marketing team in facilitating all forms of promotion, marketing, and recruitment strategies for Vanguard College.
2. Oversee the process that transitions prospective students into enrolled students at Vanguard College
3. Cultivate key relationships between the college and prospective students, parents, and church leaders.
4. Actively engage students, faculty, and alumni in an ongoing strategy of relational marketing for Vanguard College.

### **Key Skills:**

1. A person of spiritual maturity and professionalism for embodying the college's mission.
2. Excellent organizational, administrative, and management skills and excellent attention to detail.
3. Strong track record of relationship building and teamwork in workplace settings.
4. Excellent written and oral communication skills with internal and external constituencies.
5. Strong computer skills using tools such as MS Office suite in a Windows environment.
6. Ability to conduct assessment research and present key data points clearly and creatively.
7. Ability to manage multiple priorities in a fast-paced environment through to successful completion.
8. Ability to ensure the confidentiality and security of enrolment material and student information.
9. Highly motivated and innovative individual who demonstrates passion for theological education and has proven ministry experience in a church, parachurch, or missions environment.
10. Occasional travel required.

### **Education and Experience:**

- A church member or a credential holder with the Pentecostal Assemblies of Canada.
- Holds a minimum of a bachelor's degree from an accredited institution, preferably from Christian higher education.
- Three to five years of experience in an administrative work environment, or comparable ministry experience.

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: **Enrolment Services Director - Vanguard College**.