PRAIRIE COLLEGE

Admissions Counsellor/Campus Visit Coordinator

Hours:	1.0 FTE
Wages:	To scale with Benefits
Beginning Date:	November 2026
Email:	Please submit your completed application form to hr@prairie.edu

POSITION MISSION:

The Admissions Counselor/Campus Visit Coordinator is a customer-focused role dedicated to the recruitment and enrollment of new students. Working collaboratively with the admissions team, this individual implements key strategies to achieve Prairie College's enrollment objectives. Additionally, they are responsible for the planning and oversight of all campus visit events for prospective students.

DUTIES AND RESPONSIBILITIES:

- Provide personalized guidance and build supportive relationships with students throughout the application and enrollment journey
- Process applications and applicant documents in a timely manner
- Email, phone and video communication with prospective students and their families
- Accurately input and maintain student data within the Student Information System
- Assist the recruitment department with key activities and events for prospective students
- Plan and implement Admissions events including Preview Days, Orientation, and Deeper Youth Conference
- Coordinating and hosting personalized or group campus visits for students

QUALIFICATIONS:

- Bachelor's degree preferred. A year or more of college-level Biblical education is an asset
- Knowledge of and enthusiastic commitment to Prairie's mission, vision, core values, statement of faith, and community covenant, with annual renewal of support. Genuine endorsement of the philosophy and practices of the College
- Vehicle operators license with preference given to those with Class 5 or higher with a clean record

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent written, telephone, and verbal communication skills
- Proficient in Microsoft Office suite (Word and Excel) and the aptitude to learn other computer programs
- Mature, positive, and collaborative interpersonal skills with both staff and prospective students
- Be an independent, self-motivated, and confident team player
- Ability to manage multiple tasks and successfully meet deadlines
- Ability to present and speak enthusiastically to small and large groups
- Ability to provide excellent customer service and adapt to diverse customer needs

ACCOUNTABILITY:

- Reports to the Managing Director of Marketing & Enrollment

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to close the search process as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.