PRAIRIE COLLEGE

Graduate Admissions Recruiter

Hours:	0.5-1.0 FTE
Wages:	To scale with Benefits
Beginning Date:	November 15, 2026 (flexible)
Email:	Please submit your completed application form to hr@prairie.edu
Location:	On-Campus or Remote

POSITION MISSION:

The Graduate Admissions Recruiter is a customer-focused role dedicated to the recruitment and enrollment of new online graduate students. Working collaboratively with the recruitment and admissions teams, this individual implements key strategies to achieve Prairie College's enrollment objectives for their graduate programs.

DUTIES AND RESPONSIBILITIES:

- Establish and maintain strategic relationships with churches, schools, and non-profit organizations to promote Prairie College's graduate programs and drive student enrollment
- Coordinate and execute recruitment travel to elevate market awareness and actively promote graduate offerings at key events
- Provide personalized, supportive guidance to prospective students throughout the entire admissions pipeline, from initial inquiry to enrollment
- 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

QUALIFICATIONS:

- Bachelor's degree required, master's degree preferred
- 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 Director of Recruitment

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.