

Admissions Counsellor

Job Description:

The primary responsibility of the Admissions Counselor is to recruit students to SBC. The Admissions Counsellor is accountable to the Director of Recruitment and Communications.

Required Skills:

- Heart for ministry & prayer. A sincere heart for God and caring for people is vital. Praying for your job and the people you connect with is essential
- Friendly and outgoing
- Strong organization and communication skills
- Self-motivated
- Passion for discipleship and the mission of SBC.

Specific Duties:

- Travel to symposiums, events, youth nights etc to meet potential students
- Plan in house campus visits to share an SBC experience with potential students
- Plan and organize deputation teams to visit churches
- Record prospect data and begin communication plans and regular contact
- Process applications
- Participate in planning annual promotional materials and merchandise
- Participate in all college events

Office Hours are 8:30-4:30

Because there are times during the year when the AC's work does not take place during the regular Monday to Friday 8:30-4:30 work week, a system of blocking is used. With the blocking system, each day is split into 3, 4-hour blocks. The AC will work on average 10 blocks a week.

The SBC Statement of Faith and Lifestyle Agreement must be agreed to and signed as a condition of employment.

Please send cover letter and resume to Kaylene Buhler, Kbuhler@SBCollege.ca

We thank all of those who express interest in this position; however, only those invited for an interview will be contacted.