

Admissions Counsellor and Assistant to the Registrar

Type of Position:	Full-time staff, on campus in Saskatoon
Reports to:	Registrar
Applications due:	Review of applications will begin immediately and continue until the position is filled
Start Date:	September 29, 2025 preferred

Horizon College & Seminary is an evangelical Christian workplace that seeks to serve and partner with churches to advance God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. Horizon employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours that are in keeping with Horizon's mission and Code of Conduct. Located in Saskatoon, Horizon has multi-denominational partnerships and moved into a new building in January 2021. In 2024, Horizon formed [a strategic partnership](#) with Master's College & Seminary (MCS), a collaboration aimed at making Christian leadership training more accessible and affordable through shared programing and resources.

Job Purpose Summary

This position involves guiding prospective students through the admissions process and supporting them in their decision-making. In addition, this position provides administrative support to the Registrar's Office and Academics Office. The ideal candidate will be enthusiastic, organized, student-focused, and capable of effectively representing the values and offerings of Horizon College & Seminary. While the position is located in Saskatoon, the person in this position serves as a member of the joint Registrar's department of Horizon and MCS.

Qualifications

- Commitment to a local church and the [Evangelical Fellowship of Canada's statement of faith](#).
- Strong organizational and problem-solving skills.
- Strong interpersonal and relational skills
- Ability to perform duties with utmost confidentiality and professionalism.
- Proven self-initiative in work performance.
- Proficiency with computers including Microsoft Office, MS Excel, and database software.
- Excellent written and verbal English communication skills.
- Previous administrative experience.

Key Responsibilities

- Support HCS's mission of advancing God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.
- Serve as the primary point of contact for prospective students from inquiry through to, and including, enrollment.
- Facilitate the admissions process, ensuring policy and procedure are consistently applied.
- Administrative tasks, such as issuing transcripts, organizing files, preparing reports, and maintaining handbooks.

- Support the Registrar and Seminary Program Coordinators by providing program advising and registration support for students, ensuring a positive experience.
- Assist with graduation preparation and the convocation ceremony.
- Collaborate with other staff to support the well-being of the institution.
- Participate in regular staff and other committee meetings.
- Support recruitment efforts periodically, as requested
- Provide support for the receptions desk as requested.
- Regularly attend and maintain membership in a local church.

Salary

Job Grade 3 on Horizon's staff salary grid: \$31,600-\$40,400, depending on experience.

Horizon's Mission

Advancing God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.

Horizon's Vision

To set the industry standard for Christian leadership training in Canada and eliminate the leadership pipeline crisis in our constituency.

Horizon's Values

1. Dependence: We submit to the Word of God lived out by the power of the Spirit in authentic relationship with Jesus Christ and one another.
2. Community: We honour, encourage, challenge, and are accountable to one another as Jesus modeled for us.
3. Competency: We aspire always to give our best, serving faithfully with diligence, integrity, and professionalism.
4. Development: We invest in intellectual, spiritual, and professional growth.

Applications

To apply, please submit the following (additional documents maybe requested):

- Cover letter.
- Resume
- References: List the names, phone numbers, and email addresses of three or four references. At least one reference should be pastor from your church and at least one should be professional.

Applicants should submit their application package, preferably in PDF format, to assistant@horizon.edu with "Admissions Counsellor Application" in the subject line.

Review of applications will begin immediately and continue until the post is filled. Additional documents may be requested.

All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority.