



Enrolment & Student Experience Coordinator (Full Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Otipemisiwak Métis government, District 6, Calgary Elbow. St. Mary's is focused on developing the whole person: mind, body, and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

St. Mary's University has an exciting and dynamic opportunity for a savvy, innovative, dedicated Enrolment & Student Experience Coordinator who is passionate about building a stellar student experience and supporting with enrolment growth within a community-oriented post-secondary institution. Reporting to the Assistant Vice President, Enrolment & Student Experience, the successful candidate's primary focus will be to assist with the development, implementation and administration of a wide variety of student-focused initiatives and programs.

WHAT WILL YOU DO:

- Coordination of First Year Experience annual planning, meetings, and action planning of initiatives.
- Liaises with key internal and external constituents, including employees, students and partners, to coordinate, track communication and support events.
- Act as a first point of contact for the Vice President, Enrolment & Student Experience to support smooth operations of the area, including Student Recruitment, Student Success, Campus Ministry, Athletics department, and Indigenous Initiatives & Relations.
- Coordinates the processing of expense statements, prepares check requisitions, and provides support with budget management.
- Represent the University and program on various committees as required.

- Other special projects and duties as required and assigned.

QUALIFICATIONS & ATTRIBUTES :

- Post-secondary degree or equivalent experience.
- A minimum of 3 years of relevant work experience in the field of post-secondary education or a related service-oriented profession.
- Strong interpersonal skills with the ability to deal sensitively, effectively and efficiently with a wide range of individuals.
- Self-motivated, attentive to details, and dependable with exceptional people skills, excellent communication skills (both oral and written).
- Ability to work independently, effectively manage calendars, coordinate schedules, balance complex priorities, deadlines, and other assignments while exercising good judgment, discretion, confidentiality and professionalism.
- Can-do attitude to support needs of a rapidly growing university in a fast-paced environment with flexibility to work some evening or weekends as needed.
- Comfortable with technology and software to support with financial, student information, webpage updates, and other systems as needed.
- Strong working knowledge of MS Office applications.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Enrolment & Student Experience Coordinator" by end of day on May 11th, 2025. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

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