



McMaster Divinity College, an evangelical seminary offering graduate-level degrees in theology, has an opening for a

SENIOR RECRUITMENT OFFICER

We are looking for an experienced, self-motivated senior recruitment officer to join our dedicated team. Expertise is required in recruitment and admissions technology, analysis and reporting. Experience in graduate student recruitment, utilizing web-based marketing tools, as well as contact management database programs is essential to success in this role. Travel is required, and organizational/management ability a must. The ideal candidate will demonstrate strong communication skills and enjoy working with people.

Undergraduate degree is required, plus 2-3 years experience in recruitment and admissions or similar function. Excellent computer skills are a must (AdmitGold desirable). Relevant experience in a theological educational environment would be an asset.

McMaster Divinity College invites applications from all qualified candidates; however, Canadian citizens and permanent residents of Canada will be given priority. **Candidates should be in full agreement with the McMaster Divinity College statement of faith and mission statement. View website:**

<http://www.macdiv.ca/about/statement.php>,

<http://www.macdiv.ca/about/vision.php>

Preferred start date: As available

Please send cover letter and résumé to:

Nina Thomas
McMaster Divinity College
1280 Main Street W.
Hamilton, ON L8S 4K1
Email: divjobs@mcmaster.ca