



Recruitment Coordinator (Term) – Competition #29-26/27 – Swift Current Campus

Reporting to the Manager of Recruitment & Fundraising, the Recruitment Coordinator leads organizational efforts related to student recruitment, promotions and community involvement in an effort to increase brand awareness and student enrolments for Great Plains College. The incumbent must maintain a professional relationship with a diverse group of individuals across the entire Great Plains College region, including students, prospective students, parents, secondary school personnel, businesses, community groups, Great Plains College staff, and the communities served by the college.

Start date: September 8, 2026

End date: August 31, 2027

FTE: 1.0 Term

Qualifications

- A relevant two-year post-secondary diploma.
- Two years of experience in, marketing, communications, public relations, recruitment and/or event planning.
- Effective interpersonal and communication skills including written, verbal and presentation.
- A solid understanding of recruitment best practices.
- Competency with community relations.
- Skills in diplomacy.
- An aptitude for preparing and delivering public presentations.
- Ability to work well as part of team and take initiative.
- Ability to relate well and build relationships with students, prospective students and other influencers of student enrolment choices.
- Familiarity with PowerPoint, Word and Excel.
- Excellent project management skills.
- Valid driver's license (or equivalent) with an acceptable record; and the ability to travel frequently for work.
- Traveling and flexibility of hours are requirements of this position.

A complete job description for this position can be found on the Great Plains College [website](#). For additional information, contact Kristy Sletten, Manager of Recruitment & Fundraising at 306-778-5460.

Send resume and cover letter, quoting competition #29-26/27 to: gpchr@greatplainscollege.ca. Applications received prior to 4:00 pm on September 1, 2026 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.