Reference # MAGT 1521: University Registrar

In support of the University’s core mission, the Office of the Registrar maintains and protects student academic records, including course offerings, enrolment history, grades and degrees awarded. We strive to perform services of the highest quality recognizing our responsibility for the accuracy and integrity of these records and the privacy of our students. Applications are invited from suitably qualified persons for the position of Registrar.

Qualifications:

1. Bachelor’s Degree with progressive responsibility in higher education experience and background in curriculum administration or equivalent combination of education and experience. A Master’s degree is preferred.
2. Three (3) years related work experience in a relevant area.
3. A strong background in student records system management and enterprise-wide administrative solutions.
4. Supervisory experience preferred.
5. Excellent communication and interpersonal skills.
6. Excellent computer skills with experience using word processing, spreadsheet, database, presentation and advanced graphics software.
7. Proven experience in student systems development, the understanding and analysis of data and knowledge of student recruitment are all required.
8. A track record of proactively improving student registration operations, with a demonstrated commitment to service for students, faculty and other stakeholders.
9. Experience in Blackbaud student information system would be an asset.
10. Demonstrate strategic leadership, and an open and collegial management style.
ACCOUNTABILITIES:

Reporting to the President, the Registrar is accountable for the efficient management, quality and integrity of student academic records. The Registrar’s office implements and administers academic policies and procedures regarding course registration, class scheduling, academic credit, certification of the degree, grading, and processing transcripts. Additionally, the Registrar will work collaboratively with stakeholders in providing leadership that will enable the accomplishment of the University’s key strategic goals.

Benefits: Two year contract, medical and pension plan, annual leave etc. as per contract.

Salary Range: CI$ 55,752 – CI$ 74,988 per annum (CI$ 1.00 = US $1.20)

Applications: must include (1) cover letter with description of experience relevant to the position, (2) curriculum vitae including a list of references, (3) academic transcripts, and (4) a one-page statement on student-related services and experience. Application deadline is Friday November 27, 2015.