



CANADIAN SOUTHERN BAPTIST SEMINARY & COLLEGE

Employment Opportunity: Registrar

Location:	200 Seminary View, Cochrane, Alberta	Start Date:	August 1, 2018
Department:	Academic	Status:	35 hours per week
Posting close	April 30, 2018	Salary:	TBA

General Summary

The Registrar facilitates the movement of students through their programs, ensuring that records are properly kept, course scheduling is maintained, and academic reporting is completed. As such, the Registrar assists the Academic Dean in fulfilling the strategic plans of the academic department.

Key Relationships

- Reports directly to the Academic Dean.
- Works in coordination with the Director of Admissions and other key staff.
- Assists Faculty in carrying out their responsibilities as appropriate.
- Interfaces directly with students, alumni, and other constituents.
- Possible future supervisees.

Primary Responsibilities

- Directs the development, implementation and management of activities and systems related to academic records, student registration and academic scheduling. Administers the Sonis student information system, assists users and serves as the liaison with Sonis technical services.
- Works with the Admissions Department in compiling application files. Ensures that applicants comply with academic policies and procedures and verifies applications for completeness and accuracy. Works with the Admissions Committee to process completed files, including evaluating any transfer credits. Plans and coordinates new student orientation.
- Creates schedules for academic courses and final exams each semester. Makes classroom assignments.
- Oversees student registration each semester. Is responsible for collecting, recording, maintaining and reporting student records including registration data, class rosters, final grades, transcripts, and degree audits. Ensures the security and integrity of academic records, past and present.
- Monitors student records to ensure compliance with academic policies and program requirements for graduation. Creates and monitors lists of students not meeting academic standards as well as those receiving academic honours.
- Determines students' eligibility for graduation. Plans and coordinates commencement ceremony.
- Compiles statistical data and information and prepares reports (internal, external, and governmental). Confirms student loans and updates loan registry system. Provides research and reports to the Academic Dean as needed.

- Assists in updating the academic catalogues, faculty and student manuals, and portions of the website related to the academic department.
- Assists in planning regular faculty meetings, recording and maintaining minutes, as well as monitoring the implementation of decisions made by the Faculty.
- Performs clerical duties incidental to office activities and other tasks assigned by the Academic Dean related to the academic department.

Qualifications

- A Bachelor's degree in Business, Education, Theology, or a related field is preferred. A Master's degree is even more beneficial.
- Three to five years of experience in higher education, office management, or a related area is advantageous.
- Must have excellent computer skills and be familiar and comfortable with changing technology. A high level of technological proficiency is required for this position as well as the willingness to remain up-to-date with relevant new software and web management strategies.
- Experience with (or the ability to learn quickly) Student Information Systems is essential.
- Solid skills with Microsoft Office programs and the ability to learn others.
- Ability to gain and maintain up-to-date working knowledge of ATS, ABHE, and Canadian government policies and regulations.
- Strong organizational and planning skills with attention to detail in record keeping and data entry along with the ability to multi-task.
- Good problem-solving skills with the ability to be flexible while staying focused. Self-directed and self-motivated.
- Effective oral and written communication skills.
- Time management skills essential for meeting deadlines. Able to prioritize work.

Additional information

The Registrar must be positive and winsome when engaging students and colleagues and interacting with the public. This person should be able to work well on a team as well as independently, being willing to take the initiative within the limits of assigned responsibility. The Registrar must also work collaboratively and harmoniously across departments to reach the common goals of the school.

The Registrar is expected to have strong moral character, be trustworthy and able to handle confidential information with integrity. When advising culturally diverse students, the Registrar must be a good listener, working to find a solution within the policies of the school.

The Registrar must be able to work efficiently and calmly under pressure with professionalism and tact. The ability to adapt to change is essential.

The Registrar's philosophy of life must be in accord with the policies, objectives and doctrinal statement of Canadian Southern Baptist Seminary & College.

Application Procedure:

All interested candidates please submit your CV/resume and cover letter to Kathryn Dorey by **April 30, 2018** by e-mail to kathryn.dorey@csbs.ca.

We thank all interested applicants, however only those selected for further consideration will be contacted.