



*KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.*

#### **RECORDS AND REGISTRATION COORDINATOR - Competition Number: 18-227R**

Kwantlen Polytechnic University has an immediate opening in the Office of the Registrar for a Records and Registration Coordinator. This is a continuing full-time (35 hours/week) position reporting to the Manager, Records Registration and Scheduling. The primary responsibilities of this position are two-fold: 1) the acquisition and integrity of student academic records including grade, academic standing, digital imaging and academic transcript production; 2) enable successful registration of students in course sections through the coordination of systems and procedures related to registration. This position is based on our Surrey Campus.

The ideal candidate will have a passion for learning, and be competent in MS-Excel and other technical software such as Banner by Ellucian. Additionally, you will be detail-oriented, organized, and self-motivated and be able to successfully work in a fast-paced environment.

Please see full job description located on our website.

Minimum qualifications include:

- A minimum of five (5) years of experience in an Office of the Registrar in progressively responsible position related to registration and records at a post-secondary institution.
- Successful completion of an undergraduate bachelor's degree.
- Three (3) years of experience in a supervisory position with experience in developing and administering performance standards. Formal supervisory training is an asset.
- An equivalent combination of education and experience may be considered.

The successful individual will possess the following:

- Formal training and/or extensive acquired knowledge in computing, including proficiency at an intermediate level using BANNER Student by Ellucian or a similar student information system.
- Proficiency at an advanced level using MS Excel and MS Word. Microsoft Office certification preferred.
- Experience using a reporting tool to query a relational database, at an intermediate level.
- Demonstrated analytical skills, including problem-solving and needs analysis.
- Excellent interpersonal, organizational, planning, and coordination skills, including the ability to set priorities and meet deadlines.
- Demonstrated ability to work independently, exercise good judgment and demonstrate initiative.
- Demonstrated ability to develop flexible approaches toward work procedures and to improvise satisfactory alternatives as required.
- Demonstrated ability to establish and maintain effective working relationships with University administration, faculty, staff and students.

- Excellent communication skills, including training and experience in public speaking. Ability to communicate patiently and effectively with a diverse range of people and situations, including the ability to deal with hostile or upset clients.
- Demonstrated knowledge of KPU programs, policies and procedures, and knowledge of the BC post-secondary system.

The base salary range for this position is \$27.40-\$30.61. In addition, KPU offers a competitive benefits package that includes medical, dental, extended health benefits, life insurance, AD&D, and a defined benefit pension plan.

To be considered for this exciting opportunity at one of B.C.'s Top Employers, please forward your resume, **quoting the competition number 18-227R to [employ@kpu.ca](mailto:employ@kpu.ca)**. The successful candidate may be required to provide copies of post-secondary transcripts.

This position will remain open until filled.

*All qualified candidates are encouraged to apply; however priority will be given to those legally eligible to work in Canada.*