

Associate Registrar, Admissions, Transfer Credit and Assessment Services

Position Details

Position Information

Position Title	Associate Registrar, Admissions, Transfer Credit and Assessment Services
Posting Number	00495SA
Location	New Westminster/Coquitlam Campus
Grade or Pay Level	A - Pay Band 11
Salary Range	-
Position Type	Administration - Regular
Posting Type	Internal/External
Regular/Temporary	Regular
Employment Type	Full Time
Posting Category	Administration
Start Date	06/03/2019
End Date	
Day of the Week	Mondays to Fridays
Shift	8:30 am - 4:30 pm
Work Arrangements	This regular full-time position is available starting in June 2019. Regular hours of work are 8:30 am to 4:30 pm, Monday to Friday. Travel between Douglas College's campuses will be required.
What Douglas Offers	DO what you love. Be good at it. That's how Douglas College defines a great career. It's a philosophy that resonates through our classrooms, our offices and our boardrooms. It inspires our students and drives us to make Douglas College one of BC's Top Employers. We love what we do. And we're looking for passionate, motivated people to join us in making one of Canada's best colleges even better.
The Role	<p>Under the direction of the Registrar, the Associate Registrar works collaboratively with other Associate Registrars to develop, organize, lead and administer activities and services that meet the needs of students, faculty and other service users, efficiently and effectively enabling Douglas College to achieve its enrolment and retention goals.</p> <p>The Associate Registrar is a strategic leader, collaborator, facilitator and administrator within the division and working across the College with colleagues, students and community partners to achieve the objectives of the College and the Division. The Associate Registrar is responsible for overseeing, managing and implementing a variety of functions within the Office of the Registrar. This position provides strategic leadership to the day to day operations of specific specialized tasks and functional areas of the Office of Registrar including implementation of policy and management of staff. The Associate Registrar is a member of the leadership team of the department.</p>
Responsibilities	<ul style="list-style-type: none"> • Manages and provides strategic leadership to the day to day operation of the designated units – Admissions, Transfer Credit and Assessment Service at the New Westminster and Coquitlam campuses • Initiates, envisions, reviews, develops and implements new policies, processes, procedures, and technologies • Assesses and initiates change to existing services and develops new processes that will deliver effective operations and services within the Office of the Registrar • Monitors, evaluates, recommends, and implements leading practices, systems and processes that support student enrollment management values and student success

- Works collaboratively with Deans, Associate Deans and discipline coordinators/chairs on enrollment related matters (ie: admissions, curriculum, transfer credit articulation and evaluation, assessment services, etc.)
- Initiates, researches, recommends, and actively participates in policy changes and new policies and related procedures on student enrollment related matters
- Provides leadership for the development, design, delivery and assessment of programs and services provided by the units ensuring goals and key performance indicators are achieved
- Responsible for all staffing activities including the hiring, orienting, training, scheduling, managing and termination of staff; Administers the Collective Agreement for personnel
- Ensures staff are well trained and knowledgeable in all relevant systems, policies and procedures
- Authorizes and approves exceptions to policies and special case requests from students
- Initiates, co-ordinates, plans and supports the implementation, development and maintenance of the Student Information System and other related computer systems collaboratively with appropriate stakeholders
- Ensures compliance with government legislation
- In conjunction with the Registrar, manages the planning, security, maintenance and administration of all student information systems relating to College operations
- Participates in and/or manages special projects, oversees needs assessment, viability studies and survey, provides administrative guidance, liaises with stakeholders, conducts research, prepares reports and provides advice to support decision making
- In conjunction with the Registrar, leads the development of a comprehensive strategy to deliver training on administrative systems and policies to departmental staff, users of the student information system with faculties, departments, and staff in other units providing student advising services
- Develops and manages the production of internally and externally driven reports including statistical reports
- In conjunction with the Registrar, plans, implements and manages department budgets and strategic and tactical plans
- Manages departmental expenditures and reassesses departmental needs based on funding available
- Liaises internally and externally regarding information pertaining to policies, procedures, student and statistical information
- Manages the content accuracy, updating, and dissemination of a wide range of College publications including, the online catalogue, Program Guide, Registration Guide, Admissions Guide, Course and Examination Timetables and a variety of service and informational brochures. Also manages the updating of external Web sites such as BC Online Transfer Guide and Education Planner a national web site for post-secondary institutions
- Represents the Department or the College to appropriate internal committees and/or external agencies or schools as assigned by the Registrar
- Collaborates with internal and external stakeholders to ensure that College services, records, policies, procedures and systems provide excellent services to students
- Explores, researches, analyzes, recommends for funding, implements and maintains emerging technologies to support and/or enhance effective delivery of services within the Office of the Registrar
- Acts on behalf of the Registrar in the Registrar's absence
- Performs other related duties

To Be Successful in this Role You Will Need

- Completion of an undergraduate degree from an accredited post secondary institution. Master's degree is preferred. A minimum of 7 to 10 years of experience in registrar, student services, and/or enrollment management office or an equivalent combination of education and experience
- A minimum of 5 years of management and leadership experience and supervision of staff.
- Proven experience in a complex, unionized, public sector environment
- Proven management, planning, organizational, leadership, judgement and administrative skills
- Proven project management skills including dealing with conflicting priorities, needs and deadlines
- Relevant knowledge and experience with engineering business processes and the design, development and delivery of programs
- Proven ability in building collaborative working relationships in order to achieve outcomes in the Colleges interests
- Proven ability to model professional, ethical and collaborative behaviours
- Excellent written, presentation and oral communication skills
- Excellent interpersonal and consensus-building skills
- Excellent understanding of information systems and technologies related to student enrollment
- Proven ability to establish priorities, organize, schedule and solve problems and tasks
- Proven experience with managing budgets
- Excellent analytical, problem solving skills and conflict resolution skills
- Comprehensive experience with interpretation and application of complex policies and regulations
- Proven ability to provide and deliver excellent customer service
- Current knowledge of issues, literature and best practices in the area of strategic enrollment management and student success

Link to Full Position Profile

Diversity Statement

Douglas College is committed to being a workplace that is free of discrimination, that values diversity and is representative, at all job levels, of the communities we serve.

Posting Detail Information

Open Date

04/09/2019

Close Date

Open Until Filled

Yes

Special Instructions to Applicant

Interested applicants must ensure that a resume and cover letter are submitted online. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying.

Please have resume and cover letter submitted by April 28, 2019. This position will remain open until filled.

All candidates selected for interview will need to bring original certificates and diplomas of educational credentials noted on their resume.

Quick Link for Direct Access to Posting

<http://www.douglascollegecareers.ca/postings/4188>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you a current Douglas College employee?

- Yes
- No

2. * If you are a current Douglas College employee, please enter your employee number.
(Open Ended Question)

3. * Do you currently have a valid Canadian work permit?

- Yes
- No
- Not Applicable

4. * If you have a valid Canadian Work Permit, please indicate Expiration Date. (Type-in N/A if not applicable).
(Open Ended Question)

5. * How did you hear about this employment opportunity?

- Douglas College Careers Site - Internal Posting
- Douglas College Careers Site - External Posting
- LinkedIn
- Indeed
- Facebook
- Instagram
- Personal Referral
- Agency Referral
- Professional Association Website
- Colleges and Institutes Canada (CICAN)
- Canadian Association of University Teachers (CAUT)
- Douglas College CareerHUB
- Others

6. * What are your salary expectations for this role?

- Under \$50,000
- \$50,000 to \$60,000
- \$60,000 to \$70,000
- \$70,000 to \$80,000
- \$80,000 to \$90,000
- \$90,000 to \$100,000
- \$100,000 to \$110,000
- \$110,000 to \$120,000
- More than \$120,000

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. References with Contact Information
2. Transcripts and/or Credentials