

Job Title:	<b>Associate Registrar, Enrolment Systems and Services</b>
Department/Campus:	Registrar's Office / Woodroffe Campus
Reports To:	Registrar, Algonquin College
Salary Range:	\$84,583.00 to \$112,778.00 per annum, based on a 36.25 hour work week. (Payband 12) The College also offers a complete range of fringe benefits.
Job Posted On:	March 31, 2017
Job Posted Until:	April 28, 2017 (12:00 noon EST)
Posting Type:	Internal/External

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## Job Description

Reporting to the Registrar, the Associate Registrar, Enrolment Systems and Services is a senior member of the Registrar's Office administrative team. The incumbent directly supervises 3 full-time managers and has overall accountability for the team of 30 full-time staff members and 4 part-time FTE who, in turn, serve a student population of approximately 20,000 full-time and 25,000 part-time registrants. The Associate Registrar also manages, oversees and/or supports system projects and associated project teams as required.

The Associate Registrar is the primary liaison at the administrative level with Information Technology Services, and works closely with the Registrar to provide innovative leadership in the development and maintenance of the Registrar's Office related systems including the Student Information System.

### Enrolment Services (Admissions, Registration and Records):

The incumbent strategically leads the admissions and registration processes and interprets and administers academic and administrative policy in an equitable and consistent manner; leads admission, registration, student records, and is accountable for the management of national and international applicants, the registration of full-time and part-time students, the maintenance of accurate student records, validation and declaration of graduates. Comprehensive knowledge of all registrarial operations, processes and services is required to ensure College enrolment is maximized and more effectively managed.

### Systems:

The Associate Registrar is the technical lead working closely with the Registrar on the strategic identification of system opportunities, implementations, and maintenance. Demonstrated insight on creative solution-finding, the incumbent is responsible for identifying, leading and implementing best practices around Student Information System management. Knowledgeable about business information system implementations, the incumbent presents information in a structured and meaningful manner to support decision-making, and ensures the integrity of information presented. The incumbent is experienced in process improvement, promotes process changes required to improve service and operational effectiveness, and employs lean methodologies and Value Stream principles.

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## Required Qualifications

- Minimum four (4) year undergraduate degree in a related field such as social science, public administration, business, education, computer science or information technology. Graduate degree considered an asset;
- Minimum of nine (9) years of related system and administrative experience, and at least 5 years of progressive responsibility. Postsecondary experience preferred;
- Experience leading a team with sound decision-making, and people development skills;
- Project management, strategic planning and system implementation experience preferred;
- Demonstrated expertise in digital technology and enterprise resource planning systems;
- Outstanding communication and interpersonal skills;
- Knowledge in policy application, development and administration;
- Knowledge of database analysis and business information system implementations;
- Knowledge of business process mapping, analysis and principles of continuous improvement;
- Excellent written communication and analytical skills;
- Leadership skills and capabilities that include initiative, persistence in the face of obstacles, creativity, resourcefulness, sense of humor, humility, honesty, willingness to accept responsibility and be accountable for results.

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**Please apply online at:**

**<http://www3.algonquincollege.com/hr/careers/current-opportunities/>**

Algonquin College values diversity and is an equal opportunity employer.  
We offer an inclusive work environment and encourage applications from all qualified individuals.

Workplace accommodations are available.  
While we thank all those who apply, only those to be interviewed will be contacted.

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