

Providing leadership through our strengths in programming, services and research, Yukon College's main campus in Whitehorse and 12 community campuses cover the territory. A small college, YC provides a stimulating and collegial environment. We work with Yukon communities, Yukon First Nations, local governments, business and industry, to promote a community of learners within a vibrant organization. Come join us as we continue to enhance the Yukon's capacity through education and training.

Registrar

Ayamdigut Campus, Whitehorse

Permanent position

Salary: \$80,005 to 99,963 per annum

Initial Review Date: May 3, 2011

Competition No.: 11.17



The Registrar of Yukon College manages the Registrar's office by providing support to students from their first point of contact with the College through to graduation and beyond. The Registrar provides responsive leadership in the delivery of all admissions and registration services to meet Yukon College goals and strategic directions.

The ideal candidate will have progressive management/supervisor experience in a post secondary educational setting and must be proficient in the use of computer applications particularly as it relates to enrolment management services.

The Registrar must have a strong knowledge of current post secondary educational structures and transfer systems including the B.C. Council on Admissions and Transfer and demonstrated excellent communication and leadership skills.

Must be committed to continuous quality improvement and demonstrate a passion for working in a student centered environment.

The ideal candidate will have a relevant baccalaureate degree (graduate degree preferred).

This is a management position, excluded from bargaining unit.

Go to: <http://yukoncollege.yk.ca/about/employment> for more information on all job competitions. Quoting the competition number, please submit your resume and cover letter to: Yukon College, Human Resources Services, Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4 Fax: 867-668-8896 Email: hr@yukoncollege.yk.ca