

Langara College. Apply Now.

Associate Registrar, Admissions & Student Recruitment

Start Date: January 4th, 2011

The Associate Registrar, Admissions & Student Recruitment is responsible for managing the day-to-day operations of student admissions, recruitment, and new student programs. The Associate Registrar is responsible for assessing and initiating change to existing services and developing new processes that will deliver effective operations and services to students. This position manages human resources for designated functional units and provides input in developing the department budget. The incumbent works collaboratively with the Registrar & Director of Enrolment Services, Associate Registrars, Communications and Marketing, and Student Services leaders to coordinate and deliver effective admission and recruitment services.

Qualifications:

Education & Experience:

- Bachelor's degree in a related discipline and supplemented with specialized training relevant to functional areas. Preference will be given to candidates with graduate level education.
- Minimum of 5 years managerial experience in the Registrar's Office particularly admissions and recruitment in a post-secondary institution.
- Equivalent combination of education and experience may be considered.
- Experience developing and implementing new strategies, policies, and procedures.
- Knowledge of the BC post-secondary system including the rules, regulations, procedures and policies as related to registration, admissions, and student services.
- Proficient in the use of computer applications including experience working with student information systems (e.g., SCT Banner), and experience in developing and implementing new technology-based systems.
- Knowledge and experience using MS Excel at an intermediate level.
- Must have knowledge of current developments in information technology.

For a complete list of qualifications, including skills and abilities required, please visit our website for a full position description.

Hours & Days of Work: 8:30 a.m. - 4:30 p.m. Monday to Friday; however, hours may vary according to the needs of the department. This position is subject to the compressed workweek schedule.

Application Information: To apply, send your resume, quoting competition #A020-10 in the subject line of your e-mail to: employment@langara.bc.ca.

Closing Date: October 31st, 2010

Competition No.: A020-10

We thank you for your interest and advise that only those shortlisted will be contacted. We are committed to enhancing our diverse workforce.

Position Information

EXTERNAL POSTING

Salary Range:
\$70,763 - \$88,454
Annual Salary
Pay Grade P

Status:
Regular, Full-time

Department:
Office of the Registrar

Position:
REGS6g

Group:
Administrative