



OFFICE OF THE REGISTRAR

Senior Associate Registrar Domestic and International Admissions

Competition No.: 2010-75

Closes: May 25, 2010

Note: This is a full-time position.

Duties: The incumbent plans, initiates, designs, evaluates and continuously improves admissions, publications, applicant and student communications related to the Office of the Registrar. The incumbent provides leadership in the Office of the Registrar to implement program changes, new programs, and other related activities that are student-focused and service-oriented.

The incumbent provides leadership to the admissions and publication/communication teams to ensure admission of all students to programs/courses offered by the College and information/service provision is student focused. The Senior Associate Registrar works collaboratively with Senior Management, Deans, Chairs, and other Service Managers to maximize admitted and retained students by developing marketing, communication, system and admission processes to support achieving targets.

The incumbent provides advice and leadership to the team to ensure assistance to applicants and students with all processes for admission including collaborative programs, applied degrees and articulation agreements. The incumbent provides advice and leadership to the Manager of Information and Customer Service and team to ensure all services provided are student focused and provision of information is accurate and concise. The incumbent monitors trends and project demand, and advocates for applicants and provides strategic advice in consultation with academic and service areas to maintain our competitive advantage and meet our service level and admission targets. The incumbent oversees day to day operations and strategic planning initiatives for the department. Provides support for the Registrar related to coverage, Office of the Registrar decision-making and policy development.

The Associate Registrar is a member of the Office of the Registrar management team.

Qualifications:

- Post-secondary 4 year degree in a relevant field including Public Administration, Business administration, Education or Social Sciences (leadership studies)
- Minimum of 7 years experience with increasing levels of responsibility, collaborative decision-making and leadership, preferably in an educational setting
- Equivalent combination of education and related experience may be considered
- Education and training/professional development required in job specific areas such as computer skills, project management, statistical analysis, strategic enrollment management, policy and service delivery principles and procedure development are required
- Demonstrated experience with integrated student information systems (Datatel preferred), customer information systems management and customer service principles
- Must be conversant with government and College policies and programs

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

HOW TO APPLY:

To be considered for this position, an online application is required. Please visit our website at www.fanshawec.ca to submit an application for consideration.

If you are applying to more than one competition, please submit an online application for **each** competition.

We thank all applicants for their interest; however, only those selected for an interview will be acknowledged.