

Registrar

The Organization

Red River College (RRC) is Manitoba's second-largest post-secondary institution with 32,000 enrolments at eight campuses across the province. RRC works in close partnership with industry to deliver high quality applied learning and research programs that drive the growth of the Manitoba economy.

Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career. Together we are going places. For more information: www.rrc.mb.ca/about & www.rrc.ca/peopleplan

The Opportunity:

RRC is seeking a **Registrar** with a combination of effective relation building and operational management skills. Reporting to the Dean of Student Services, the Registrar provides effective leadership and direction to the Enrolment Services team in its responsibility to design, develop, implement and manage efficient, effective and timely college-wide integrated systems, processes, services and policies. The team provides support to students in Admissions and Registration, Student Records, Graduation, Student Recruitment, Academic Advising, Student Awards and Financial Aid, College Timetabling and the Student Service Centers at the Notre Dame and Exchange District Campuses

Responsibilities include:

- Provide interpretation of RRC regulations to students, staff and instructors
- Plan, organize and control the registration and academic records systems, processes and services
- Consult with managers and deans to manage admissions and records policies
- Analyze data to inform decision making for program areas and operations management
- Provide support for staff engaged in compiling information on programs, courses, schedules and requirements for admission and graduation
- Ensure exceptional service is provided to students regarding scheduling, registration and record keeping
- Accountable for the management and maintenance of accurate data and information for purposes of research, strategic planning and reporting.
- Maintain appropriate liaison with accrediting institutions, regulatory agencies and provide required information to ensure compliance

Qualification Requirements:

- Post-secondary education in the area of education, management or public administration; equivalent combination of education and experience may be considered
- Several years of related managerial experience in a post-secondary educational environment
- Several years of experience working in a Registrar's office
- Several years of experience in planning, budgeting and human resource management
- Excellent communication and public relations skills
- Strong planning, project management and team building skills
- Experience working with Colleague or another post-secondary ERP and SEM planning and development system would be considered an asset

To apply, email a resume in confidence to Alora Sinclair, resumes@harrisconsult.com by February 9, 2012, quoting project #12119. Consideration will continue until the position is filled.

RRC seeks diversity in the workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.



**HARRIS
CONSULTING**

1400 - 444 St. Mary Ave
Winnipeg, MB R3C 3T1
(204) 942-8735
www.harrisconsult.com

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