



INVITES APPLICATIONS FOR:

POSITION:	<u>Registrar</u>
LOCATION:	St. Mary's University College, Calgary, Alberta
POSITION STATUS:	Full-time
POSTING DATE:	April 27, 2011
STARTING DATE:	August 1, 2011 or earlier
CLOSING DATE:	May 30, 2011
APPLICATION PROCESS	Please send cover letter and resume to: Dr. Mark Charlton, Vice-President Academic and Dean St. Mary's University College 14500 Bannister Road SE Calgary, Alberta, T2X 1Z4 Email: mark.charlton@stmu.ab.ca Visit: www.stmu.ab.ca

St. Mary's University College is a vibrant and growing Catholic post-secondary student-focused liberal arts and sciences teaching and research institution located in the south of Calgary. Through the synthesis of faith and reason, St. Mary's University College invites and challenges all individuals of the community to become compassionate, thoughtful, resourceful members of society. We are dedicated to scholarship, teaching excellence, and the development of free and critical thinkers in the tradition of the liberal arts and sciences.

POSITION SUMMARY:

Reporting to the Vice-President Academic and working in close collaboration with the Associate Dean of Enrolment Management, the Registrar provides leadership, direction and oversight of admissions, enrolment, tuition and fees, transfer, student records, classroom scheduling and examinations, and convocation. The Office of the Registrar is responsible for the admission of students, enrolment of students in courses, acceptance of payments for student tuition and fees, scheduling of courses and exams, issuances of academic transcripts, maintenance of student records, and participation in the planning of convocation. In addition, the Office of the Registrar is responsible for ensuring accurate government reporting on the activities of students and providing other data, reports, and analysis as needed by the institution. The Registrar also participates in the Dean's Council and Academic Council and represents the University College at other appropriate external bodies.

QUALIFICATIONS:

The applicant should possess a graduate degree in an area relevant to the position and have had at least five years of progressive experience in higher education in the areas of registrar services. Excellent oral and written communications skills are required along with a knowledge of the Canadian post-secondary environment. Ability to work as part of a team and to provide effective leadership as part of the Enrolment Services staff is essential. Salary and benefits are competitive and commensurate with experience and ability.

St. Mary's University College hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. We thank all applicants for their interest. Only those applicants being interviewed will be contacted.