

Kwantlen Polytechnic University

KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers. KPU strives to implement initiatives that will attract, support, engage, and retain KPU's people and create an environment where all employees see themselves as contributing to student learning.

Job Overview – Assistant Registrar, Admissions & Transfer – Competition ID: 950

KPU is seeking an Assistant Registrar, Admissions & Transfer. As an integral member of the administrative leadership team for the Office of the Registrar, the Assistant Registrar, is responsible for providing strategic administrative leadership to the admissions and transfer team.

Reporting to the Associate Registrar, this position supervises the members of the Admissions and Transfer team.

This position ensures the efficient and effective operation of the Admissions and Transfer unit, providing oversight for the delivery of quality admissions and transfer credit functions and services. They will lead a strong team in the delivery of service excellence, providing functional, technical and operational expertise in the management of service delivery and student systems to the Office of the Registrar and the University.

The incumbent is a process-driven problem solver who utilizes their analytical and technical skills in the field of post-secondary admissions, articulation and transfer credit. They are also a champion of service delivery, leading a team that consistently works to improve service quality, staff productivity and systems efficiency.

The incumbent ensures KPU maintains compliance with university, provincial, and federal policies and reporting requirements. To that end they maintain a deep understanding of University policies and KPU's student information system along with other related systems, in order to guide the implementation, maintenance and advancement of systems and service goals within the Office of the Registrar.

Want to know more about what you'd be doing?

Click [here](#) to view the job description for the Assistant Registrar, Admissions & Transfer position.

We are we looking for:

An experienced administrative leader with a strong background in admissions and transfer, who has a proven track record of providing leadership, direction, and analysis in a complex post-secondary environment. This leader will also have the following qualifications:

- In-depth knowledge of Canadian post-secondary education systems, international post-secondary education systems and experience with domestic and international credential evaluation and articulation agreements.
- Demonstrated experience as a functional lead administering a Banner Student module. Experience in a comparable student information system may be considered.
- Demonstrated experience supporting and maintaining systems in support of admissions and transfer such as online admission application platforms, the BC Transfer Guide and communications management services such as a CRM (constituent relationship management).

- Demonstrated analytical skills, including problem-solving and needs analysis. Excellent organizational skills, including the ability to set priorities and meet deadlines. Ability to work independently, exercise good judgment and demonstrate initiative.
- Experience in business workflow design and business process improvements.
- Demonstrated experience using database reporting tools, web systems and software. Certification as a Microsoft Office Specialist in MS-Excel, MS-Word, and MS Access an asset.
- Sound understanding of strategic enrolment management concepts and academic policies and processes that contribute to a quality undergraduate experience.
- Proven ability to develop flexible approaches toward work procedures and to exercise tact, diplomacy and conflict resolution skills; uses sound judgement. Ability to establish and maintain effective working relationships with University administration, faculty, and staff.
- Ability to communicate patiently and effectively (both verbally and in writing) with a diverse range of people and situations. Actively listens to the issues of others in a manner that elicits cooperation and support. Demonstrates an effective and adaptive skill in communicating with students/individuals under stress.
- Demonstrated ability to interpret and apply policies and regulations.
- Demonstrated ability to model appropriate professional, ethical and collaborative behaviours consistent with the responsibilities of this position.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.

Education & experience:

- A bachelor's degree in a relevant field.
- Minimum of five (5) years recent related experience in or supporting the Office of the Registrar, in progressively responsible positions related to the Registrar's Office and/or Enterprise Student Information Systems.
- Minimum three (3) years management or supervisory experience in a post-secondary institution. Formal supervisory training is an asset.
- Successful experience training and managing an effective team and implementing change resulting in improvements to service quality, staff productivity and systems efficiency.
- Or an equivalent combination of education and experience.

Total Rewards:

We're proud of the benefits that we offer our employees. Total Rewards includes an attractive benefits plan, generous vacation entitlement and leave options, pension, tuition waiver, health and well-being opportunities, as well as professional development programs to support your career growth and talent development. [Click here](#) for more information.

The Location:

This position is based out of KPU's Surrey campus, with occasional travel between campuses.

As per KPU's COVID-19 response protocol, this position is temporarily being offered as a remote/work-from-home opportunity until further notice.

Kwantlen Polytechnic University is committed to employment equity and diversity in the workplace that reflects the broader community that we serve. The University welcomes and

encourages applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Kwantlen Polytechnic University is committed to protecting the safety and welfare of employees, students, and the general public, and upholding the reputation and integrity of the University. For this reason, final applicants will be asked to undergo a background check.