

## Associate Registrar Transfer Credit

<b>Division</b>	Provost and VP Academic	<b>FTE</b>	1.0
<b>Location Name</b>	AU Athabasca	<b>Position Type</b>	Permanent Full Time
<b>Location</b>	Athabasca, AB	<b>Job ID</b>	1584
<b>Posted</b>	04/02/2019	<b>Wage Min</b>	\$93,833.00
<b>Closing Date</b>	04/23/2019	<b>Wage Max</b>	\$123,613.00

Reporting to the Registrar, the Associate Registrar of Transfer Credit Services is a senior member of the Office of the Registrar's Management Team (ROMT) and is responsible for providing leadership, management and direction to the Transfer Credit, Articulations and Calendar functions (the division) of the Office of the Registrar.

The Associate Registrar has strong interpersonal and project management skills and is well versed in post-secondary admissions, transfer credit, articulation and graduation functions. The incumbent must be strategic and responsive with the ability to creatively operationalize policy and new institutional and department initiatives in a fast paced and technologically changing environment. A strong knowledge of the systems and technologies that support the efficient and effective functioning of a Registrar's Office and the ability to successfully implement change is critical.

An active and participating member of AU's governance committees, Program Councils, Faculty Councils and other cross-functional groups, the Associate Registrar maintains strong and effective relationships at all levels of the organization and has an in-depth understanding of the post-secondary environment and of post-secondary governance.

This position shares acting responsibilities of Registrar with the Associate Registrar of Operations in the Registrar's absence.

### Qualifications:

- A four-year post-secondary degree in a related discipline is preferred with at least seven (7) to nine (9) years of progressively responsible experience in a post-secondary environment. A Master's Degree or significant progress towards the attainment of a Master's Degree would be considered an asset.
- The candidate must have a sound understanding of the systems and technologies that support registration, admissions, transfer credit and graduation functions and will have an in-depth knowledge of the post-secondary environment and post-secondary governance.
- Excellent communication and interpersonal skills are essential. This includes the ability to understand the complexities associated with maintaining effective working relationships with a variety of internal and external stakeholders (Deans, Directors,

Academic Staff, Students, Government, Associations, Professional Staff, Support Staff, etc.).

- Candidates will have a strategic perspective and possess creative problem solving skills. A knowledge of change management practices and process is critical.(780) 675-

For further information regarding this position, contact Richard MacLeod at 780-675-6445 or via email at [rmacleod@athabascau.ca](mailto:rmacleod@athabascau.ca).

The vibrant town of Athabasca is located in the heart of Alberta's boreal forest on the banks of the Athabasca River. The community offers modern services, affordable housing, excellent public schools, and a variety of recreational activities to suit everyone's lifestyle.

All educational credentials must be recognized in Canada.

**To apply, visit <http://careers.athabascau.ca/>.** Please note that only applications received through our online recruitment system will be accepted. You must include your resume and letter of application when applying, along with the names, telephone numbers, and email addresses of three references. This competition closes April 23, 2019.

All qualified candidates are encouraged to apply; however, Canadian Citizens, Permanent Residents, and Landed Immigrants will be given priority.

We are committed to employment equity and encourage applications from women, Indigenous peoples, persons with disabilities, and members of visible minorities.