

INFORMATION

 www.nic.bc.ca

 @NIC_first

 Courtenay, BC

EXPERIENCE

- Enrollment planning, strategy, and services
- Student advising
- Student admissions
- Records and registration

SKILLS & COMPETENCIES

- Student-centred
- Relationship building
- Collaborative decision making
- Creative
- Cultural awareness

TO APPLY

Letter of Introduction &
resume via email to
Harbour West Consulting

North Island College (the College) is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuuchahnulth, Kwakwaka'wakw and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are situated.

ORGANIZATIONAL PROFILE

Established in 1975, NIC brings education and training as a comprehensive community college that focuses on student success. Located in a spectacular west coast setting, the College proudly serves more than 9,000 students annually across four campuses, a learning centre, and through online and in-community learning. Over the past 40 years, more than 155,000 people have taken a course or completed a program at NIC.

ABOUT THE ROLE

Reporting to the Vice President, Students & Community Engagement, the Registrar, in collaboration with other key administrators, is responsible for implementing an integrated enrollment strategy and the overall administration of all enrollment services functions including advising, admission, records and registration, timetabling and scheduling and graduation. The Registrar ensures a seamless and integrated service experience that is efficient and effective in a manner that is highly student-centred and reflective of the College's mission and goals.

The Registrar is a member of the Vice President Students & Community Engagement team and participates in scheduled meetings and committee activities to further the goals of the division and the institution. The Registrar is responsible for developing and maintaining effective working relationships with a variety of internal and external groups, including instructional and non-instructional faculties and administrative departments, Deans and Directors other institutions, provincial committees, external agencies, and professional associations.

The Registrar supports and enhances the efforts of the Vice President Students & Community Engagement in fostering a team approach within the department and is responsible for operational, budgetary and personnel matters affecting the department. The Registrar is committed to moving quality enrollment services through the active development of continuous quality improvement standards and initiatives.

This is a challenging and dynamic opportunity for engaged and proactive student services leader with Master's degree in an appropriate and relevant discipline. The successful candidate will have five to seven years of leadership and management experience in the post-secondary sector including significant management experience in a Registrar's Office at a post-secondary institution. The successful candidate will have exceptional interpersonal skills with a commitment to student-centered services and collaborative decision making. An equivalent combination of education and experience will be considered.

CONTACT DETAILS

North Island College is committed to employment equity and takes active measures to eliminate discrimination and to reverse the historic under-representation of Indigenous peoples, members of racialized minority groups, persons with disabilities, women, and persons of minority sexual orientations and/or gender identities within its workforce.

Should you be interested in learning more about this exciting opportunity with the North Island College, please contact Harbour West Consulting at 604-998-4032 or forward your CV and letter of introduction, in confidence, to info@hwest.ca. We will respond to all who express interest.