



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

## **Registrar**

Full-time, Continuing

### **POSITION SUMMARY**

Reporting to the Vice President Academic and Research, the Registrar is responsible for providing operational and strategic direction for the Office of the Registrar. The incumbent plays a primary leadership role in the development of academic and administrative policies and procedures. Areas of focus include admissions standards; student registration and records; enrolment management including student financial aid and accounts, enrolment course and cap planning, academic and course scheduling, academic advising, retention, and student program progression; and convocation. The Registrar works in conjunction with the senior leadership team to develop operating and capital budgets for the Office of the Registrar & Student Finance and administers the approved budgets for this office.

### **KEY RESPONSIBILITIES**

- Propose enrolment management strategies for new admissions standards and pathways, and student financial aid to maximize yet balance student recruitment and retention
- Manage course offerings and caps and optimize academic advising practices focused on retention and student progression.
- Communicate the strategy and tactics being used in Enrolment Management to the larger University community.
- Participate in the academic governance of the university through membership on committees, taking on the responsibility of ensuring that courses, programs and regulations serve students in completing coherent educational programs, and meeting the expectations and requirements of the larger post-secondary sector.
- Preside over the process of conferring degrees, diplomas, and certificates to students, including recommending students for approval to Senate, organization of Spring Convocation, and the production and delivery of parchments to students.
- Bear ultimate responsibility for the security, privacy, and accuracy of student records.
- Supervise registry personnel, developing a strong, motivated team.
- Develop a departmental environment that seeks to best serve future, current and former students with consistently high levels of customer service that enables faculty and other departments to accomplish their work and that inspires a unified team.
- Represent the institution to external bodies as required. Participate and facilitate the participation of staff in professional organizations.
- Work closely and strategically with other university leaders to ensure co-curricular and curricular outcomes are met.

## QUALIFICATIONS

- A Master's degree in a related discipline or Bachelor's Degree with equivalent experience
- A minimum of five (5) years experience in a Registrar's Office with experience in strategic enrolment management
- A minimum of five (5) years experience with supervisory responsibilities
- Knowledge of legislation, regulations, and procedures relating to post-secondary education
- Knowledge of secondary education curriculum in Canada and internationally
- Knowledge of student development and learning theory
- Strong organizational skills with the ability to prioritize tasks
- Strong written and verbal communications skills, and interpersonal skills to manage a multiple stakeholder environment
- Demonstrated analytical, consultative, and decision-making skills, with the ability to develop and execute action plans for projects and events
- Experience working with student information systems and databases for both recruitment and the management of student records
- A strong understanding of the value of Christian post-secondary education
- Personal alignment with the mission and vision of The King's University

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A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes to:

### Human Resources

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*