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Assistant Registrar - Client Services

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening.

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Please see Special Instructions for more details.

Please include references and salary expectations in your resume.

Posting Details

Position Information

Job Title	Assistant Registrar - Client Services
Position Details	<p>The University of Lethbridge has an exciting career opportunity for the position of Assistant Registrar – Client Services. This is a key management position within the Registrar’s Office beginning as soon as possible.</p> <p>Reporting directly to the Registrar, the Assistant Registrar’s key responsibility is to provide operational direction and guidance to several departments. This position has responsibility for Admissions, Student Registration and Information, Student Records, degree awarding, assisting with convocation, and documents management. The individual will work closely with the Assistant Registrar – Curriculum Management Services as well as Administrative Systems personnel</p>

in the ongoing development of new and existing Banner Student Information Systems applications such as self-service offerings, degree audit, process improvement opportunities, and their implementation.

**Position
Qualifications**

The successful candidate will have a Bachelor's degree, and preferably a Master's degree with at least 7 years of progressively responsible experience in a post-secondary environment and a proven capability to operate at a senior managerial level. The successful candidate will have experience working with strategic planning, operational improvement, systems management, excellent team-building skills, high level of customer centric service delivery and a desire to put students first. Candidates must have demonstrated experience in creating and communicating strategic goals and objectives, multi-year strategic operational plans as well as developing policies and procedures. An extensive skill set is required including excellent written and oral communications skills; planning, organizational and leadership skills; and a high level of comfort with the technical and functional aspects of Enterprise Resource Planning (ERP) systems.

Hiring Range \$76,393.00 - \$96,092.00 annually

Campus Lethbridge

**Employment
Group** APO

Posting Detail Information

Open Date 01/12/2017

Close Date 01/20/2017

Open Until Filled No

Special

Instructions to Applicants Please include references and salary expectations in your resume.

**Employment
Equity**

The University of Lethbridge hires on the basis of merit and is committed to employment equity and diversity. All qualified persons are encouraged to apply. In accordance with Canadian Immigration requirements, Canadian citizens and permanent residents will be given preference.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Additional Documents

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