

Yukon College is a small and innovative institution with 13 campuses, 11 of which are located in smaller rural Yukon communities. As the only postsecondary institution in Yukon, we prepare our students to succeed in the North. Grounded in northern expertise and strong partnerships, we are poised to be a leader in Indigenous self-determination, climate change and resource development. Soon to be the first Canadian university North of 60 - Yukon University. Come join us as we blaze trails and build a healthy and prosperous north through unique, relevant and inclusive education and research.

Associate Registrar Office of the Registrar Ayamdigt (Whitehorse) Campus

Permanent Position from: March 17, 2017

Salary: Under Review

Based on 75.0 hours bi-weekly

Competition No.: 17.15

Closing Date: February 20, 2017



The Office of the Registrar is seeking a dynamic, innovative and experienced individual for the position of Associate Registrar.

This position is responsible for managing the day-to-day operations of the admissions and registration office as well as the scheduling office. These offices work with students throughout the student life cycle - from first point of contact, through to graduation. The Associate Registrar is responsible for leading continuous process reviews and initiating improvements that reflect the college's strategic enrolment management plan and our commitment to quality.

The ideal candidate will have a relevant post-secondary degree preferably at the graduate level with considerable experience working in an Admissions and Registration office. Proficiency in the use of computer applications including experience working with student information systems is required.

The Associate Registrar must have a strong knowledge of post-secondary educational systems and processes, excellent communication and leadership skills; and have proven experience in directing change management initiatives.

Yukon College offers a comprehensive benefit package.

Go to: <http://yukoncollege.yk.ca/about/employment> for more information.

Go to: <http://yukoncollege.yk.ca/employment> for more information on all job competitions. Quoting the competition number, please submit your resume and cover letter to: Yukon College, Human Resources Services, Box 2799, 500 College Drive, Whitehorse, Yukon, Y1A 5K4

Fax: 867-668-8896 Email: hr@yukoncollege.yk.ca