



***Director,
Enrolment Systems and
Continuous Improvement
Office of the Registrar***

Posting: A17-08	Closing Date: July 17, 2017
Position Type: Continuing	Workload: Full-time
Start Date: August 10, 2017	

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 18,000 learners each year, including over 1,100 Indigenous students and 1,100 International students. The College has an operating budget of over \$123 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

POSITION SUMMARY

A forward-thinking and experienced leader, the director, enrolment systems and continuous improvement provides college-wide direction for mission-critical activities including curriculum implementation, the college's course catalogue, academic scheduling and physical space utilization, tuition assessment & billing, and data integrity. The impact of the decisions of this position are integral to the financial health of the institution and the strategic management of student enrolment, and in addition to the above have a direct effect on admissions, registration, student progression and graduation, and student records management.

Camosun College is an Equal Opportunity Employer

The director plays a key role in the organizational design and success of the new Student Experience division, and requires the ability to shift and shape culture – not only for the division, but for the way the college manages enrolment (and related) systems and processes. As the principle decision-maker for the Student Information System and related processes, the director leads college-wide system and continuous improvement initiatives that enhance experiences for students, faculty, and staff, serving as a change management and process improvement champion.

The director works independently to provide collaborative and solution-orientated guidance to senior academic and administrative leaders for critical elements related to college and student systems, processes, and Strategic Enrolment Management (SEM).

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

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