



**Associate Registrar, Systems**  
*Kelowna, British Columbia*  
*Posting No. C001708*

## **OKANAGAN COLLEGE**

Okanagan College transforms lives and communities. We are one of Canada's leading colleges. We create outstanding educational experiences for our learners, both students and employees. We work and learn in a welcoming and caring culture. We are a catalyst for change through collaboration with our learners and partners. We serve, lead and anticipate the social, economic and environmental needs of communities.

### **Position Title:**

Associate Registrar, Systems

### **Competition Number:**

C001708

### **Division/Portfolio:**

Office of the Registrar

### **Department/Program:**

Registrar's Office

### **Campus/Centre:**

Kelowna

### **Position Summary:**

Under the general direction of the Registrar, the Associate Registrar is responsible for ensuring policies, protocols and business practices including fee structures, align with the student information system (SIS) to optimize service delivery to students and key stakeholders. This position is also responsible for the production and timely delivery of the College's timetables and final exams schedules. Other responsibilities include timely and accurate graduation assessment, operation and execution of Education Council decisions into the SIS, and ensuring integrity of student and academic records under the jurisdiction of the Registrar.

Within this position, the Associate Registrar works as an advocate for continual improvement through the assessment of existing policies and practices, and the development of new processes that will deliver effective operations and optimum service. The Associate Registrar provides a leadership role to the Associate Registrar – Enrolment Services, IT managers and staff, Finance Controller, Financial Aid staff and others, in the use of systems, business processes, reporting, and the development and management of internal and ministry-led technology initiatives related to services in the Registrar's Office departments.

The Associate Registrar works collaboratively with the Registrar, the Regional Deans, Program Deans, Director of IT, and the Associate Registrar Enrolment Services to provide direction on best practices scheduling, graduation auditing and the functional and technical operations of the SIS.



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The Associate Registrar oversees the development, production and distribution of student statistical information and enrolment reports as required by College administration, College committees, Education Council, the Board of Governors, the Ministry of Advanced Education, Statistics Canada and other external agencies.

Challenges of this position include:

- Maintaining current knowledge in the development of technology and business practices associated with admissions, course registration, student records and accounts, transcript delivery and exchanges, scheduling and auditing and other trends which may affect the services of the Office of the Registrar and initiatives of the College.
- Creating and managing change initiatives to continually improve service delivery in a complex environment.
- Developing scheduling processes and operating procedures that respond to the needs of students, faculty and instructors, which enhance the delivery of instruction and make full use of all campus space.

**Education and Experience:**

- Master's degree in Business Administration, Computer Science or related field, or equivalent combination of education, training and experience.
- LEAN Green Belt certification or higher, or Six Sigma training would be considered an asset.
- Over 6 years related management experience with two years current experience as a systems administrator for the BANNER system or other SIS
- A minimum of 5 years-experience in a post-secondary institution in Canada
- Minimum 2 years Project Management experience
- Must have significant experience with tools such as Microsoft Access or Oracle Discoverer used for analyzing and reporting data from relational databases.

**Skills and Abilities:**

- Excellent strategic leadership, interpersonal, communication, problem-solving, conflict resolution, organizational, and analytical reasoning skills.
- Excellent human resource management and budget management skills.
- Displays expertise in the provincial and national post-secondary education system as it relates to student information systems, transcript standards, scheduling, enrolment management, registrar functions and student services;
- Demonstrates a propensity for continuous learning and information seeking;
- Shows high level of competence in the areas of collaboration and collegiality; relationship and network building; strategic, conceptual and analytical thinking; creative thinking, initiative and innovation; conflict management and change management;
- Demonstrates a strong student and service focus;
- Is organizationally aware and committed;
- Employs effective interactive communication at all times.
- Knowledge of Banner Student and the Banner Relationship Management module is an asset



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**Appointment Type:**  
Exempt - Continuing Full-time

**Appointment Start Date:**  
12/01/2021

**Annual Salary/Hourly Rate:**  
Range \$86,619 to \$127,041. Typical Hiring Range \$103,943 to \$115,492.

**Posting Opening Date:**  
09/16/2021

**Posting Closing Date:**  
10/11/2021

**APPLICATIONS:**

To apply for this position, please go to the following website: <https://www.employmentopportunities.okanagan.bc.ca> and complete an on-line application.