

NORTHERN LIGHTS COLLEGE
BC's Energy College



ASSISTANT REGISTRAR, REPORTING & SYSTEMS
Regular, Full Time

LOCATION: Regional Administration (Dawson Creek, BC) **COMPETITION NO:** 17:128A
TERM OF APP'T: Monday – Friday, 35 hours/week **START DATE:** ASAP
REPORTING TO: Associate Registrar

SALARY: Classification 17, \$47,292.03 - \$48,754.68 annually, as per the BCGEU Support Collective Agreement. Northern Lights College offers a competitive extended health and dental benefit package, and MSP is employer paid. Full time employees receive 119 hours of vacation annually, pro-rated and front loaded, and receive the time off with pay for the period of December 25th - January 1st, each year.

DESCRIPTION: Do you work with computer systems every day? Are you a programmer at heart if not by training and have you developed skills in SQL, HTML, and MS-Excel? If you're ready to move from system mechanic into the driver's seat, then consider a career as an Assistant Registrar and bring together your passions for technology, education, and people!

An Assistant Registrar is a key entry point for an individual pursuing a career that can lead to Associate Registrar, Registrar, and beyond! If you're not sure what a career in the registrar field really means, call NLC's Registrar at 250-784-7516.

Reporting to the Associate Registrar, this position will coordinate and fulfill the operational reporting needs for student data and ensure data quality by using SQL, MS-Excel, Ellucian Colleague Reporting and the College ODS to extract and manage information. Quality assurance of College data will include supporting the producers and users of the data by reviewing, recommending changes, and QA implementation for new business and data practices and standards.

QUALIFICATIONS: Working in the registrar field is a specialized skill set, and we'll mentor the right individual. However, you need to bring some education and experience to the table too.

Preferably, you will already have your 4-year degree complete, but for the right candidate, two years of post-secondary and a personal commitment to complete your degree will be enough.

The ideal candidate is already known in the office as the "MS-Excel expert", and has written many lines of code (what language doesn't matter), and you will have a concrete understanding of relational databases and how to interact with them.

In addition to your education, you'll need at least two years working in a business support environment. This is not a secretarial position, so your business support experience should include helping colleagues find better ways to get things done and/or helping them use technology better. Sharing what you discover in our systems and data will be a key part of this position, so you will need to continually improve your written and verbal communication skills.

Some travel between campuses is required, which means you need a valid driver's license and a willingness to drive in winter conditions.

Internal applicants are encouraged to confirm the impact upon their employee status and benefits eligibility before accepting a new position with the College. Please contact Payroll/Benefits staff at the NLC Regional Office, Dawson Creek, for information and assistance.

OPEN DATE: September 11, 2017

CLOSING DATE: OPEN

Qualified applicants are invited to forward a resume and letter of application, quoting the competition number, and including names and telephone numbers of three current professional references to personnel@nlc.bc.ca.

We thank all applicants for their interest in employment with NLC, however; only those contacted for an interview will be acknowledged. Please note that all internal candidates will be given first consideration.