

REGISTRAR'S OFFICE – ANY CAMPUS

Full-Time Continuing

Coast Mountain College (CMTN) invites applications for a full-time continuing **Associate Registrar** position commencing June 15, 2026. The salary for this position is \$119,412 annually plus a comprehensive benefits plan.

At Coast Mountain College (CMTN), we are dedicated to nurturing a vibrant and welcoming community where inclusion, diversity, equity, accessibility, and interculturalism are fundamental values and form the lynchpin for our guiding principles.

We acknowledge the historic and ongoing barriers that impact students, employees, and community members, and we are determined to identify and address these obstacles through meaningful dialogue, informed policy, and sustained action. Our institution is committed to creating an environment across all CMTN campuses where students and employees feel safe, valued, and supported.

Duties: Reporting to the Registrar, the successful candidate will provide leadership in the planning, implementation, and continuous improvement of services across the Registrar's Office. This role is integral to ensuring the integrity of student academic records, effective registration processes, and compliance with institutional policies and provincial regulations. The Associate Registrar works closely with academic and administrative leaders to support student success across the full student lifecycle—from admission through to graduation.

Key components of the role may include, but are not limited to:

- Provide leadership and oversight to core functions of the Registrar's office (e.g., records, registration, graduation, scheduling, advising)
- Lead, supervise, mentor, and develop a professional team within the Registrar's Office
- Lead process improvements to enhance service delivery, efficiency, and student experience
- Support the development and implementation of enrolment initiatives, including practices that improve access, retention, and completion
- Ensure the accuracy, security, and integrity of student academic records
- Oversee registration systems, including course enrolment, add/drop activity, and withdrawal procedures
- Resolve complex student cases and escalated issues with a learner-centered lens
- Oversee graduation audits and credential conferral processes
- Ensure systems are in place to help enrolment services implement admissions program and institutional requirements and provide pathways to students
- Support convocation planning and execution
- Provide functional oversight for the Student Information System (SIS)
- Collaborate with IT on system enhancements, upgrades, and implementations
- Champion data integrity and process automation initiatives
- Develop and analyze reports related to enrolment, progression, and graduation
- Support institutional planning and reporting to internal and external stakeholders, including Ministry reporting

Job Vacancy

Qualifications/Skills:

- A Master's Degree in Business Administration, Public Administration, Social Sciences, International Relations/ Business or other related/relevant field of study
- Minimum five (5) years of experience in a Registrar's Office environment or in a position that includes exercising leadership skills and decision-making responsibilities, and sound knowledge of the institution's procedures, policies, and student information system
- Demonstrated knowledge of the Canadian education systems and the programs offered at CMTN
- Strong understanding of the admissions elements of a student information system (Colleague, Banner, or similar)
- Strong data-driven decision-making skills
- Valid Driver's License with a clean driver's abstract
- Demonstrated leadership, supervisory and organizational experience in a unionized environment
- Demonstrated experience initiating and managing change-management projects and processes including managing projects where there is need for collaboration and team-work across departments
- Demonstrated expertise in academic policy, enrolment management, and student information systems
- Experience leading institutional research, data governance, or analytics functions is an asset
- Proven capacity to lead organizational change and manage complex administrative operations
- Commitment to equity, diversity, inclusion, and student-centered service

Please send complete applications (cover letter and an up-to-date resume), quoting **competition #26.042E**, to: **Coast Mountain College, Human Resources, Email: apply@coastmountaincollege.ca**

NOTE: *Only complete applications (with a cover letter and resume included) received to the above noted email address will be considered.*

All qualified candidates are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority.

Individuals who anticipate needing accommodations for any part of the application process, may contact HR in confidence, prior to the closing date.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: The first review of applicants will be on June 5th, 2026