



## **Associate Registrar – Registration & Records**

Location: Headquarters - Stephenville

Job Opening ID: 8712

Full-Time, Temporary

Commencing: As soon as possible until July 31, 2018

Deadline to Apply: September 15, 2017

### **PUBLIC POSTING**

College of the North Atlantic is offering an exciting opportunity for an appropriately qualified individual to join a leadership team that will guide a transformational exercise of registration and records systems and processes.

The Office of the Registrar is responsible for the integrity of the College of the North Atlantic's (CNA) credentials, and the development and administration of all academic policies, rules, regulations and procedures pertaining to more than one hundred certificate and diploma programs and approximately three hundred part time courses across seventeen campuses and through international operations. The Registrar certifies the credential awarded to students based on the completion of their program of studies.

Located on the beautiful west coast of the island portion of Newfoundland and Labrador, this position offers a great opportunity to embark on a challenging career in one of the province's most vibrant and beautiful regions.

### **DUTIES:**

This management level position, reporting to the Registrar, will provide you with the opportunity to:

- design, deliver, and evaluate policies, procedures, and processes related to registration, enrollment, student records, and graduation for all CNA programs and courses, ensuring quality assurance
- plan, manage, and provide professional services to the student registration and enrollment process, from registration to graduation, as well as provide strategic guidance and expertise in the development and ongoing advancement of CNA's student information systems
- supervise, advise, and provide leadership to a professional registrarial staff to guide students and staff throughout the registrarial and enrollment processes
- monitor the human, financial, and technological resources that support the operations of registration and records
- develop, monitor, manage, and analyze budgets in conjunction with the Registrar
- develop and maintain strategic relationships with various internal and external stakeholders including students, faculty, campus management, academic partners, other post-secondary institutions, registrarial communities, and provincial officials and agencies
- complete other related duties as required

## QUALIFICATIONS:

To be considered for this opportunity, you must have:

- knowledge of post-secondary operations including registrarial and records management functions, strategic enrollment, and the student life cycle
- in-depth knowledge of and proficiency with student information systems (PeopleSoft or related program)
- the ability to effectively communicate across all levels of an organization (verbal and written)
- exceptional organizational skills including the ability to plan, prioritize, and meet critical deadlines
- strong analytical, strategic, and creative thinking to address short and long-term problems
- a commitment to providing quality client-service to internal and external stakeholders
- exemplary leadership capabilities in a post-secondary environment that will help transform registration and records systems and processes
- the ability to collaborate and work within a team environment

These qualifications would normally be obtained through:

- the successful completion of a Bachelor's Degree in Business Administration, Commerce, Education, or related field
- experience in a leadership role in a post-secondary environment (not necessarily a supervisory position)
- experience in post-secondary registration and records services
- experience with student information systems (PeopleSoft or related program)
- an appropriate combination of education and experience to successfully deliver on the position's core accountabilities may also be considered

If you feel that your background and experience is a great match to this exciting opportunity, please forward your resume as noted below.

**SALARY:** HL-19, \$59,806 - \$77,748 per annum (*classification under review*)

**OTHER:** College of the North Atlantic offers a comprehensive benefits package including a generous paid leave allowance, pension, and health insurance(s).

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on-line complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Names of three professional references will be required as part of the interview process.

For questions regarding this job opening, please contact Robert Adams, Human Resources Consultant at [robert.adams@cna.nl.ca](mailto:robert.adams@cna.nl.ca) or by phone at (709) 758-7055.