



Registrar

Location: Headquarters - Stephenville

Job Opening ID: 10200

Permanent, full-time

Commencing: As soon as possible

Deadline to Apply: July 26, 2019

PUBLIC POSTING

College of the North Atlantic (CNA) is offering an exciting opportunity for an appropriately qualified individual to join our leadership team as Registrar.

The Registrar's Office is responsible for the integrity of the College of the North Atlantic's 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: Reporting to the Vice President of Student Engagement, the Registrar ensures timely, efficient, and effective operation of College of the North Atlantic's Registrar's Office. The Registrar provides strategic direction and operationally guides a team of registrarial staff in the student application and admissions process, student registration, enrolment and graduation, student records management (past, present, and future), and the integration of student information systems. The Registrar will ensure academic standards are maintained to preserve the academic integrity of the institution; develop, implement, and evaluate policies, procedures, and processes; ensure consistent adherence to the college's admission and graduation requirements; maintain and ensure integrity of student records; ensure ATIPPA requirements related to student information are met; oversee the compilation and preparation of the college's calendar and academic schedule; manage the planning and preparation of the academic timetable and final exam schedule; certify academic transcripts; act as the key resource for the articulation team for negotiating transfer agreements; coordinate the scheduling of program offerings to support online student registration; ensure quality service and compliance with policies and procedures during admission, registration, and enrolment of students; engage in the college's strategic enrollment management process; manage risk and make evidence based decisions and recommendations; build partnerships with a wide variety of internal and external stakeholders; lead the development, upgrading, maintenance and enhancement of technology integration as related to admissions and registration; managing human and financial resources (hiring, orientation, performance management, staff development, budgeting, etc.); and other related duties as assigned. Some travel will be required.

QUALIFICATIONS: Candidates must possess sound knowledge of post-secondary operations particularly in the context of a Registrar's Office. Knowledge of student information systems will also be expected of candidates. Candidates must possess excellent verbal, written, and interpersonal communication skills; exceptional organizational and time management skills; strong analytical, problem solving, and conflict resolution skills; team leadership, sound decision making, and resource management abilities; the ability to build and sustain relationships with internal and external stakeholders; and the ability to analyze all types of qualitative and quantitative data that can be used to inform strategic direction. The required knowledge and skills would have

been obtained through the successful completion of a relevant graduate degree combined with relevant and progressive student services leadership experience in a post-secondary environment, preferably in a Registrar's Office. Demonstrated experience with student information systems is also required. A relevant undergraduate degree or post-diploma may be considered depending on the level and depth of a candidate's experience. An equivalent combination of education and experience may also be considered.

COMPENSATION AND BENEFITS PACKAGE:

- \$83,384 - \$108,399 (HL 28) per annum based on a 35 hour work week
- 25 - 35 paid leave days per annum
- Group insurance benefits through Great West Life
- Defined benefit Public Service Pension Plan
- 14 paid statutory/provincial holidays per annum

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 online complete with resume at www.cna.nl.ca/careers. Verification of credentials and the names and contact information for three professional references, including a current supervisor, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

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