

**Posting #18-066EM**

## **Associate Registrar, Enrolment Regular, Full-Time**

### **Purpose**

Reporting to the University Registrar, the *Associate Registrar, Enrolment* is a key member of the Office of the Registrar leadership team. The *Associate Registrar, Enrolment* works closely with University Senior Administration, leadership and departments to promote a service-oriented student life-cycle from initial student contact through to convocation.

The *Associate Registrar, Enrolment* ensures exceptional business processes in relation to the efficient operation of the admissions, advising, student enrolment services and related functions of the University. The *Associate Registrar, Enrolment* is a champion for business process improvement and effective student communications, and works closely with the *Associate Registrar, Records & Systems* on the development, management, delivery, maintenance and benchmarking of services, systems and related policies for the unit, in addition to staff hiring, development and evaluation.

### **Responsibilities**

#### Student Enrolment

- In consultation with the *University Registrar, Associate Registrar, Records & Systems*, and the *Provost & Vice President Academic*, develops annual and long-term recruitment, admissions and advising plans that will contribute to UNBC's growth and strong reputation;
- Initiates regular and comprehensive process review and documentation of standard operating procedures for Admissions, Advising and Enrolment Services;
- Monitors the application of policies and procedures related to recruitment, admissions and advising, and recommends improvements or enhancements to service standards;
- Collaborates and consults with University Faculty and other stakeholders in the development and implementation of services, policies and procedures related to domestic and international student admissions, transfer credit and student enrolment services.

#### People and Change Leadership:

- Oversees the day-to-day business operations of the unit, including supervising staff, handling employee relations issues and conducting performance reviews;
- Assists in developing and implementing measures to carry out a service plan detailing the department's strategic goals;
- Develops innovative and appropriate employee onboarding and training materials for staff within the unit to ensure engagement and ability to competently fulfill their respective duties;
- Ensures direct reports align with the vision and strategic direction of the University;
- Supports, models and promotes diversity and respect within the University and community;
- Ensures effective change leadership processes are in place and leads change for assigned unit;

#### Reporting and Communications:

- Collaborates with University departments, programs and committees to inform decisions, enhance service delivery and streamline processes;
- Leads the development and implementation of training initiatives for student systems, ensuring end-user understanding;

- Establishes metrics for the unit and determines an accountability measure to monitor performance and achievement of University goals;
- Fosters awareness with respect to service standards, best practices and adherence to UNBC regulations, policies and procedures;
- Develops, improves and implements policies and procedures that support admissions, advising, student enrolment services and related functions of the University;
- Represents the Office of the Registrar on internal and external committees, including Senate sub-committees.

## Qualifications and Experience

Required qualifications and experience include:

- An undergraduate degree in a relevant discipline, with preference given to a Master's degree;
- 5+ years' progressive experience in an Office of the Registrar, Enrolment or Student Services environment;
- 2+ years' experience supervising, coaching, leading and mentoring staff in a unionized environment;
- Knowledge and experience working with Student Information Systems (e.g., BANNER);
- In-depth knowledge of the student life cycle within a post-secondary institution;
- Experience in project management, business process analysis and strategic planning;
- Knowledge and understanding of Freedom of Information and Protection of Privacy Act (FIPPA);

An equivalent combination of education and experience will be considered.

## Salary

Salary will be commensurate with education and experience.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

- <http://www.unbc.ca/human-resources/employee-benefits>
- <http://www.unbc.ca/human-resources/unbc-pension-plan>

Hours of work will be between 8:30 am and 4:30 pm Monday through Friday.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. Located in the spectacular landscape near the geographic centre of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~74,000 people with impressive cultural, educational, and recreational amenities.

For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

Please forward your resume and proof of education quoting competition **#18-066EM** to:  
Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.*

*We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30 pm on Friday, July 6, 2018.**