

Registrar

Posting Details

Posting Summary

Competition Number	S18096P
Position Title	Registrar
Position Number	A99969
Employee Group	Administrator
Position Status	Regular Full-Time
Department	Registrar's Office
Additional Notes	
Location	North Vancouver

About Capilano University

Capilano University is a teaching-focused university based in North Vancouver, with programming serving the Sunshine Coast and the Sea-to-Sky corridor. The University offers 99 programs, including bachelor's degrees in areas as diverse as film, jazz, early childhood education and tourism management. Capilano University enrolls approximately 10,500 students each year, 8,200 in for-credit programs and 2,300 in non-credit courses. Capilano University is named after Chief Joe Capilano, an important leader of the Squamish (Sk̓wx̓wú7mesh) Nation of the Coast Salish people. Our campuses are located on the territories of the Lil'wat, Musqueam, Sechelt (shíshálh), Squamish and Tsleil-Waututh Nations.

Job Summary

Capilano University's main campus is located in North Vancouver, B.C., just a 30-minute drive from downtown Vancouver. Surrounded by a lush forest and fresh mountain air, the campus is an inspiring setting in which to learn and grow. CapU also has a regional campus in Sechelt that serves the communities of the Sunshine Coast. CapU enrolls approximately 11,600 students each year, 8,300 in for-credit programs and 3,300 in non-credit courses.

Key Responsibilities

Capilano University is turning 50 this year; from its college roots to its current status as a regional teaching university, CapU has fostered a student focused "experience second to none". The members of the Office of the Registrar play a key role in maintaining this positive experience for both potential and current students, as well as their families and alumni. The University Registrar is responsible for the overall functioning and performance of the Registrar Office including the areas of admissions, registration, advising, records, transfer, exam scheduling, graduation and financial aid & awards.

Required Knowledge, Skills & Abilities

CapU is currently recruiting for the right person to step into the role of University Registrar at this exciting time; a dynamic leader able to enhance relationships across the diverse functions of the office, the university and the community; a trusted advisor with a deep level of understanding of the registrarial function and what strategic enrollment management really means; an individual passionate as we are about providing a student experience second to none.

Required Qualifications & Experience

If this sounds like you, and you have a master's degree or equivalent and eight to ten years' experience in the post-secondary sector, including significant management

experience in a Registrar's Office we would love to hear from you.

Job Competencies n/a

Posting Detail Information

Internal or External Position External

Interview Date (Week Commencing)

Appointment Date 10/01/2018

Appointment End Date (if temporary)

Days and Hours of Work Our standard work week is Monday to Friday, 8:30am – 4:00pm. Hours may differ depending on the needs of the department.

Bridge Period (if applicable)

Pay Group 15

Salary Range \$97,329-\$149,238. Normal hiring range \$97,329-\$129,773.

Union N/A

Job Open Date 08/17/2018

Job Close Date

Open Until Filled Yes

Quick Link for Posting <http://jobs-capilano.peopleadmin.com/postings/1248>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a masters degree?
 - Yes
 - No
 2. Do you have 8 to 10 years of experience in the post-secondary sector?
 - Yes
 - No
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Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Transcripts
2. Letter of Recommendation