

Manager, Enrolment Systems & Planning

Competition No: **A101547750**

Closing Date: **Will remain open until filled.**

While this position welcomes applications from the public, please note that preference will be given to current employees at the University of Alberta. Please indicate your internal status using the "Advertisement" drop down menu when applying.

This position is a part of the Association of the Academic Staff of the University of Alberta (AASUA).

In accordance with the [Administrative and Professional Officer Agreement](#), this full-time continuing position offers a comprehensive benefits package found on our [Benefits Overview page](#) and annual salary range of \$74,335 - \$123,887.

Location

Work primarily takes place at North Campus Edmonton.

Working for the University of Alberta

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages and cultures of First Nations, Métis, Inuit and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

The University of Alberta is teeming with change makers, community builders, and world shapers who lead with purpose each and every day. We are home to more than 40,000 students in 200+ undergraduate and 500+ graduate programs, over 13,000 faculty and staff, 260,000 alumni worldwide and have been recognized as one of Canada's Greenest Employers for over a decade.

Your work will have a meaningful influence on a fascinating cross section of people—from our students and stakeholders, to our renowned researchers and innovators who are quite literally curing diseases, making discoveries and generating solutions that make the world healthier, safer, stronger, and more just.

Position Summary

Reporting to the Director, Enrolment Systems & Service Innovation, the Manager, Enrolment Systems & Planning has both an understanding of the technical underpinnings of enrolment management systems and a strong functional and business understanding of these systems within the higher education environment.



This position will guide teams and stakeholders to fully utilize technology systems to improve operational efficiency and student service in all initiatives supporting the institutional enrolment management goals. As a solutions oriented and service focused leader, the Manager works collaboratively with other leaders in the Office of the Registrar, Colleges, Faculties, Centres of Expertise and external partners across campus to provide advice, guidance and leadership. The Manager is responsible for identifying strategies and providing input to policies, procedures, and operational guidelines. The Manager will serve as a strategic advisor to senior leadership. The Manager requires strong leadership skills, with the ability to influence teams towards a unified direction and to identify areas to improve using systems and automation. The Manager will guarantee effective and efficient cross functional support and service focused on growing and sustaining high performing teams.

Duties

- Identifies and understands multiple stakeholders', at times competing, needs and suggests appropriate business process & technological solutions.
- Designs strategies and implements student administration service and support models necessary to ensure continuity in operations.
- Identifies operational challenges. Uses continuous improvement methodology to manage work and streamline business or functional processes. Evaluates & recommends changes to current business processes to gain operational efficiencies.
- Analyzes business and stakeholders needs and formulates well researched business cases to ensure proper financial and non-financial resources
- Recognizes opportunities proactively to enhance enrolment management systems' products and services. Deliver product roadmaps. Plan future student administration system upgrades and releases.
- Provides strategic advice and support to senior leadership on a wide range of student administration issues and in preparation for future enrolment trends and demands on post secondary education

Minimum Qualifications

- An undergraduate degree/technical diploma from a post-secondary institute or related experience.
- Five or more years of experience managing, implementing, and supporting Slate, PeopleSoft Campus Solutions, Ad Astra and student financial support applications with demonstrated knowledge and understanding of CRM (Slate,



- SalesForce, Microsoft Dynamics, Campus Management, etc.) and ERP (PeopleSoft, Banner, SAP, etc.) applications and complex business issues.
- Strong understanding of enterprise application development and implementation methodology.
 - Strong understanding of supporting cloud-based applications.
 - Strong leadership skills and the ability to multitask within a fast paced and dynamic work place; strong business acumen.
 - Experience within a large, complex, multi-faceted organizations at a tactical level within a post-secondary institution or the public sector.
 - Applied project management and business analysis skills and experience;
 - Proven organizational change management skills.
 - Ability to prioritize and handle changing deadlines, in a dynamic work environment, excellent communication, facilitation and presentation skills.
 - Strong commitment to service excellence.
 - Excellent verbal and written communication skills.
 - Strong work ethic and thrive in a team environment; and self-starter who is willing to initiate action.

How to Apply

[Apply Online](#)

Note: Online applications are accepted until midnight Mountain Standard Time of the closing date.

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.

COVID-19 Vaccination: Proof of full vaccination against COVID-19 in compliance with the University's COVID-19 Vaccination Directive. Fully Vaccinated means a status an individual achieves 14 days after having received the recommended number of doses of a COVID-19 vaccine approved by Health Canada or the World Health Organization, and requires the individual to maintain the recommended number and type of vaccine doses as updated and required by Health Canada thereafter.