



## **Toronto School of Theology Job Posting**

### **ASSISTANT REGISTRAR, GRADUATE PROGRAMS & INSTITUTIONAL RESEARCH COORDINATOR**

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#### **Description:**

The Toronto School of Theology (TST) is affiliated with the University of Toronto and is a consortium of seven schools of theology in the Greater Toronto Area. TST serves to promote cooperation among the member colleges and with other educational institutions in ways that foster ecumenical interchange, education for wholeness and genuine community, and to ensure standards around academic matters.

Reporting to the TST Registrar and working closely with the relevant academic administrators, the Assistant Registrar, Graduate Programs and Institutional Research Coordinator manages all administrative aspects of the Toronto School of Theology's graduate degree programs, both research and professional. This position is a key point of contact and coordination as well as an expert resource for faculty, students, potential students and staff both at TST and in the member colleges with regard to graduate programs.

Areas of responsibility include providing high level support to the graduate student applications and admissions processes and providing information to prospective students; communicating with graduate students in all years of their academic programs, identifying students who may be facing difficulties and ensuring that students are referred and have access to the advice (both academic and other) and resources that are available to support their progress. This position also oversees and manages all graduate program academic records and scholarship application processes, language exams, procedures for thesis defense and oral dissertations, and coordinates communications related to these matters including timely, relevant and accessible website content.

The Assistant Registrar and Institutional Research Coordinator supports the University of Toronto academic quality assurance process administratively and through research and quantitative and qualitative data collection, and through drafting responses to proposals and recommendations.

#### **Education:**

University undergraduate degree plus graduate studies in a relevant area of study, including higher education or curriculum development, preferably with exposure to Christian theology or religious studies.

**Experience:**

Minimum three (3) years of progressive full-time experience in a post-secondary academic environment, experience with graduate level academic administration desirable, and experience working with a complex student information system.

**Skills:**

Advanced word-processing (including but not limited to, mail merge, footnotes, tables of content) intermediate Excel (including creating and using pivot tables and charts), intermediate Adobe Acrobat (including but not limited to redactions and creating fillable pdfs). Basic SQL helpful, knowledge of Access and principles of data management and record-keeping. Knowledge of website editing and Quercus. Excellent skills in communications (questioning, listening, responding and referring), decision making, writing and problem solving.

**Other:**

Good understanding and working knowledge of student privacy processes. Familiarity with the Accessibility for Ontarians with Disabilities Act (AODA) particularly 'The Customer Service Standard' and 'The information and Communications Standard'. Incumbent should be customer service oriented, and demonstrate cross-cultural sensitivity, and bring a team-player positive attitude. Ability to multi-task. Excellent command of contemporary diversity, equity, and inclusion concepts, paradigms and issues (e.g., recruitment and retention, access and equity, the educational impact of diversity, policy and legal dynamics of diversity). Research, analytical skills (including statistical analysis and interpretation). Demonstrated ability to serve as an internal resource and consultant, working collaboratively with multiple stakeholders. Excellent communications skills, interpersonal skills and emotional intelligence. Ability to manage difficult and emotionally charged interactions. Demonstrated judgment, analysis and decision-making skills.

**NOTES:**

- This position is not open to current or lapsed students of TST Colleges, or to those who have applied, or intend to apply to for admission.
- This is not an entry level position and progressive experience as stated above is a requirement.

**Appointment Type:** Full Time, continuing

**Pay Scale Group & Hiring Zone:** TST 06N - Hiring Zone: \$57,336 - \$60,034  
(depending on qualifications and experience)

**Closing Date:** Applications will begin to be reviewed **May 10, 2021** until the position is filled.

**How to Apply:** Submit a cover letter, indicating how your skills and experience match those of the position, as indicated in this posting, along with your résumé in a single PDF document via email only in confidence to [jobs@tst.edu](mailto:jobs@tst.edu)

*We thank all applicants for their interest. Only those considered for an interview will be contacted.*

*The Toronto School of Theology is committed to diversity and equity in employment.*