

GPRC

Grande Prairie Regional College (GPRC) is a comprehensive community institution, established in 1966 in Grande Prairie. Our stewardship region includes campuses in Fairview and Grande Prairie. GPRC offers a wide variety of credit and non-credit career certificates and diplomas, pre-employment and apprenticeship trades, university transfer studies, and several opportunities for on-campus degree completion through collaborations with four-year universities. As an educational facility in northwestern Alberta, GPRC helps meet the cultural, recreational, athletic and conferencing needs of the region in partnership with community and regional stakeholders. GPRC is dedicated to providing learners with access to high quality and diverse lifelong learning opportunities, and to the responsible educational, fiscal and environmental stewardship of resources.

The Role

Reporting to the Registrar, the Associate Registrar, Enrolment Services is a key member of the department's leadership team. This role is responsible for overseeing activities related to applications, admissions, registration, and transition of students through GPRC to program completion. Functions include managing student records, processing student completion, and awarding parchments. The position supervises front-line Enrolment Services staff for the Office of the Registrar.

The Associate Registrar, Enrolment Services stewards all stages of the student life cycle from application to parchment. Areas of responsibility include:

- providing support and mentorship to staff in their professional development and execution of duties.
- ensuring the Enrolment Services portfolio aligns with the direction of the Registrar, the Academic and Research Division, and the Institution as a whole.
- liaising with students and college departments to oversee and be accountable for student applications, admission, registration, and program completion/graduation.
- developing annual and long-term admissions and advising plans that will contribute to GPRC's growth and strong reputation.
- initiating regular and comprehensive process review and documentation of standard operating procedures for Enrolment Services.
- monitoring the application of policies and procedures related to Enrolment Services and recommend improvements or enhancements to service standards.
- coordinating Enrolment Services procedures for credit and apprenticeship students with registration staff.
- developing innovative and appropriate employee onboarding and training materials for staff within the unit to ensure engagement and ability to competently fulfill their respective duties.
- providing leadership to relevant committees and oversee projects and departmental initiatives.
- facilitating and managing the development of the academic timetable.
- collaborating with academic programs for course scheduling.
- collaborating with the Registrar to prepare the Enrolment Services budget.
- other duties as assigned by the Registrar and/or duties specific to the area of responsibility

What We Offer

GPRC offers lifelong learning opportunities through professional development/wellness programs, a competitive salary and compensation package and a student-centered culture that is vital to our community. Join our team, grow with us and connect your skills and abilities to our vision, mission and values.

Job Requirements

The successful candidate will have a bachelor's degree in a related field and 3 years directly related experience. A combination of education and experience will be considered. Necessary skills and attributes to be successful in this role include:

- knowledge of GPRC programming experience working within a Registrar's Office is considered an asset;
- demonstrated ability to lead and mentor a team;
- proficiency in Microsoft Office applications such as Word, Excel, PowerPoint and Outlook; knowledge of PowerCampus or other student information systems is considered an asset;
- ability to adapt quickly to new technology;
- experience building, analyzing and writing reports;
- experience managing large budgets;
- strong organizational and multi-tasking skills;
- strong critical-thinking, problem-solving and decision-making ability;
- excellent communication and interpersonal skills;
- ability to build strong relationships across the organization; and
- a high level of integrity, confidentiality, professionalism and accountability.

How to Apply

Only applications received electronically via the GPRC website will be considered.

All job postings close at 11:59pm on the specified posting date.

We review all applications to select candidates whose qualifications and experience most closely meet our needs.

Only applicants selected for interviews will be contacted. For general inquiries, please contact HR at humanresources@gprc.ab.ca.

Thank you for applying to GPRC!