

# Qualified applications are invited for the following position:

**Assistant Registrar**

# Start date: October 15, 2020

**POSITION SUMMARY**

Reporting to the Executive Director, Enrolment Services & Registrar, the Assistant Registrar has responsibility for management and maintenance of curriculum records, transfer credit evaluation, direction and preparation of academic course schedule, and interpretation and communication of institutional policies, procedures and guidelines to internal stakeholders.

# Main responsibilities include:

* Participate in setting strategic directions and priorities for the Office of the Registrar
* Consults with and advises the Chairs and Deans on development of annual academic schedule, including scheduling. Monitors and researches trends in registration levels, prepares statistical reports and analyses in support of schedule. Directs generation and distribution of academic schedule
* Be cognizant of all matters pertaining to academic programs and administer policies ensuring fair and equal treatment to students
* As the Alberta Council on Admissions and Transfer (ACAT)’s Contact Person for Ambrose, negotiate and review articulated transfer agreement proposals within the ACAT system
* Pursue and coordinate articulated transfer agreements with institutions outside of the ACAT system, as appropriate
* Manage and maintain all institutional records, historical and current, including course numbers, course descriptions
* Maintain degree audits for all students in SIS giving support to students and faculty when necessary
* Meet with students as necessary for any academic questions or concerns
* Assess graduation academic requirements for every student who applies to graduate, including GPA calculations and degree audit review
* Assist in all graduation preparation and participate in ceremonies as required

# QUALIFICATIONS & SKILLS

* Minimum undergraduate degree
* 5 or more years of experience in an academic environment; Registrar’s office experience is preferred
* Possess the highest standards of personal integrity, a strong work ethic and an optimistic outlook.
* Ability to prioritize varied responsibilities
* Knowledge of computer software and systems including MS Office and competency with spreadsheets, word processing, database applications, email and web applications. Experience with SIS is an asset.
* Understanding of policy analysis and research
* Excellent writing, grammar and proofreading skills
* Excellent verbal, written and interpersonal communication skills
* Experience dealing with highly confidential and personal information and resolving sensitive situations using sound and mature judgment
* Ability to develop strong working relationships with students, staff and faculty
* Ability to take initiative and work independently, as well as collaboratively with students, staff, faculty
* Excellent attention to detail and accuracy
* Strong organizational skills and the demonstrated ability to prioritize tasks based on relative importance and urgency
* Ability to interact with persons from diverse backgrounds
* Effective in working independently and as part of a team.

**Personal Skills:**

* Must be adaptable and able to function effectively in a busy and challenging work environment
* Position requires a positive, approachable and friendly disposition.
* Professionalism, compassion, and patience when dealing with frustrated students/parents unfamiliar with University procedures

# ADDITIONAL INFORMATION

* + Ambrose Employees agree to uphold and sign the University’s Statement of Faith upon initial appointment and govern the conduct of his or her work, in accordance therewith.
	+ Employment is contingent upon satisfactory background criminal check and academic transcripts.
	+ In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

**To apply,** please forward a curriculum vitae, cover letter to **Human Resources** at hr@ambrose.edu indicating **Assistant Registrar** in the subject line. A salary commensurate with education and experience is available. Applications should be received no later than February 28, 2017 and interviewing will continue until a candidate has been selected.

Ambrose University is committed to employment diversity and encourages applications from all qualified men and women, members of visible minorities, aboriginal peoples, and persons with disabilities.

**Ambrose University** is a private, accredited Christian post-secondary institute located in South West Calgary. Our Faculty of Arts and Science offers provincially accredited Bachelor of Arts degree programs majoring in Behavioural Science, Christian Studies, English Literature, General Studies, and History as well as Bachelor of Business Administration, Bachelor of Education (After Degree), Bachelor of Music, and a Bachelor of Science majoring in Biology. The School of Ministry offers Bachelor of Theology degrees with tracks in Children and Family Ministry; Church Ministry; Intercultural Ministry; and Youth Ministry. Seminary degrees include the Master of Divinity, and a number of Master of Arts options. Ambrose is committed to the integration of Christian faith with academic discipline, with a vision for academic excellence in the service of the church and the world. For more information visit us online at [www.ambrose.edu](http://www.ambrose.edu).