Assistant Registrar, Scheduling and Curriculum, Student and Enrolment Services

Job ID: 28206

Updated: March 13, 2023

Location: Main Campus

We would like to take this opportunity to acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta. The City of Calgary is also home to Métis Nation of Alberta, Region III.

Position Overview

Student and Enrolment Services is currently seeking a Full-time Regular **Assistant Registrar, Scheduling and Curriculum**.

Reporting to the Associate Registrar and Director, Policy and Systems, the Assistant Registrar, Scheduling and Curriculum oversees a team of senior AUPE staff, and leads engagement and support for all 13 faculties at the University of Calgary with curriculum development and scheduling.

The portfolio of work is complex with high level of critical decisions, delegation and direction to manage volume, critical timelines and deadlines that are driven by peak periods throughout the academic cycle specifically to the publication of the Academic Calendar and the publication of course schedules.

Position Description

Summary of Key Responsibilities (job functions include but are not limited to):

Leadership

- Manages senior AUPE staff responsible for executing the schedule of classes, final examination schedule, curriculum and academic regulations, and curriculum advising and graduation software
- Hiring, mentoring and training of staff; defining expectations and assignment of tasks and responsibilities; conducting performance reviews and planning staff development
- Contribute to strategy by partnering or collaborating with senior leaders including creating reports and compiling data to support strategic decision making (includes institutional space planning, enrolment management, graduation and program planning) and adapt plans and priorities to meet service and operational needs
- Resolves low impact concerns and ad-hoc issues within their own team
- Oversees approvals for exceptions to scheduling policies/guidelines and uses discretion to make decisions to support students and staff
- Leads organizational change management to support institutional adoption of new software, processes and guidelines
- Continually evaluates current practices and seeks opportunities for improving efficacy of the unit and the broader practices of the university staff
- Collaborate with leaders in other units to understand problems and work together towards systematic or procedural solutions
- Assist with implementations, upgrades and maintenance of scheduling and curriculum software (Currently Ad Astra Schedule, Oracle PeopleSoft including Academic

Data Analysis and Reporting

- Responsible for auditing and providing recommendations to Faculties to support best scheduling practices
- Analyze and ensure viability of Faculty submitted schedules in alignment with enrollment expansion targets and space availability
- Prepare reports and advise on institutional space utilization for centrally and faculty managed spaces

- Audit and ensure accuracy of academic dates in calendar and system
- Provide recommendations to guide system maintenance and enhancements
- Utilize effective reporting tools to investigate, anticipate and resolve any academic space issues
- Formulate data informed recommendations for scheduling policies and guidelines
- Prepare scheduling plans to support renovation and new construction of academic space
- Analyze and make recommendations for an optimal final and deferred exam schedule that supports student success and business practices
- Utilize expertise within the team to prepare other reports or presentations as required in a way that can be interpreted and shared with senior leadership

Communication

- Guides, influences and persuades others either internally or external to the University
- Acts as a liaison between Scheduling/Curriculum and other stakeholders across the University
- Communications are timely, informative and appropriately represent Scheduling/Curriculum and the university
- Leads interfaculty meetings and supports institutional training for Scheduling and Curriculum
- Reviews web content to ensure accuracy and strategy for communication with the broader campus community

Qualifications / Requirements:

- A Graduate degree in business, computing science, mathematics, education or related discipline. A combination of an undergraduate degree and extensive professional experience would be considered
- Minimum 5 - 7 years experience in a post-secondary environment; experience within a Registrar's office would be considered an asset
- Minimum of 1 to 2 years of demonstrated supervisory or management experience including staff management, leadership, and organizational change management
- Ability to compile and present complex data and facilitate decision-making with a variety of internal and external stakeholders, including senior leaders
- Strong leadership skills and a demonstrated ability to supervise and work with a diverse team of employees, delegating, leading, motivating, coaching, training, and evaluating staff
- Experience with Peoplesoft, Ad Astra, Course Calendar Software (or similar) is an asset
- Perform a wide range of duties, often in parallel, and must be able to exercise good judgment in setting priorities and balancing deadlines
- Experience with planning and implementing successful staff training and development programs
- Proven experience in change management and communications expertise including the ability to navigate sensitive or political conversations
- Must have demonstrated high level of proficiency with Microsoft Excel, Power Point, and Word
- Understanding how to use Power BI, SQL and or equivalent analytical software considered an asset
- Requires expert knowledge of university-wide practices and the complexities of the University's organizational structure including familiarity with University governance and workflow
- Excellent communication skills both written and verbal
- Demonstrated experience building and leading collaborative but diverse work teams with the ability to supervise, organize, motivate, mentor and develop staff
- Ability to promote unit initiatives and programs

Application Deadline: March 26, 2023

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

Additional Information

This position is classified in the **Management Career Band, Level 2** of the Management and Professional Staff Career Framework. Management and Professional Staff (MaPS) Positions are currently under review as part of the Alberta Labour Relations Board exclusion review process. Visit the HR website for more information.

To find out more about management and staff opportunities at the University of Calgary and all we have to offer, view our **Management and Staff Careers website**.

The University strongly recommends all faculty and staff are fully vaccinated against COVID-19.

About the University of Calgary

The University of Calgary is Canada's leading next-generation university – a living, growing and youthful institution that embraces change and opportunity with a can-do attitude. Located in the nation's most enterprising city, the university is making tremendous progress on its Eyes High journey to be recognized as one of Canada's top five research universities, grounded in innovative learning and teaching and fully integrated with the community it both serves and leads. The University of Calgary inspires and supports discovery, creativity and innovation across all disciplines. For more information, visit **ucalgary.ca**.

The University of Calgary has launched an institution-wide Indigenous Strategy in line with the foundational goals of *Eyes High*, committing to creating a rich, vibrant, and culturally competent campus that welcomes and supports Indigenous Peoples, encourages Indigenous community partnerships, is inclusive of Indigenous perspectives in all that we do.

As an equitable and inclusive employer, the University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their academic and professional success while they are here. In particular, we encourage members of the designated groups (women, Indigenous peoples, persons with disabilities, members of visible/racialized minorities, and diverse sexual orientation and gender identities) to apply. To ensure a fair and equitable assessment, we offer accommodation at any stage during the recruitment process to applicants with disabilities. Questions regarding [diversity] EDI at UCalgary can be sent to the Office of Equity, Diversity and Inclusion (equity@ucalgary.ca) and requests for accommodations can be sent to Human Resources (hrhire@ucalgary.ca).

We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.