



St. Mark's-Corpus Christi College

Registrarial Services Officer
13-month maternity leave coverage

Date Posted: 20 July 2024

Closing Date: Open until filled

Preferred Start Date: 19 August 2024

Job Category [type and tenure]: Temporary, full-time (40 hours/wk.)

Faculty Division/ Department: Office of the Registrar

Pay Range: 42,000 - 50,000

Description:

St. Mark's-Corpus Christi College invites applicants for the Registrarial Services Officer. The mandate of the Office of the Registrar, St. Mark's College/Corpus Christi College is to manage and provide operational oversight of the following areas: admissions, financial aid and awards, enrolment services and records, course scheduling and classroom allocation, convocation, institutional enrolment data analysis, and academic policy and regulation in collaboration with the Deans.

Expectations and Responsibilities:

The Registrarial Services Officer is responsible for coordinating and providing leadership in the admissions and Registrarial services management in the Office of the Registrar, including but not limited to:

1. Admissions – International Students

- Receives and verifies admissions applications, and determines admissibility according to the college's admissions policies
- Tracks applications' status and schedules follow-ups with prospective students to discuss their admission status/concerns

2. Transfer Credit Articulation

- Coordinates the Colleges' transfer credit articulation process and ensures timeliness and responsiveness
- Monitors and reports the status of existing articulation agreements with different post-secondary institutions based on the BCCAT Transfer Credit System

3. Administrative Tasks

- Assists the Registrar with the preparation of reports, including but not limited to accrediting bodies, government agencies, and others relevant to the operations of the office
- Identifies gaps in admissions policy and procedure that affects a student's experience
- Assists the Registrar in evaluating and monitoring admissions policies and financial aid and scholarship

- processes, and recommends changes
- Assists the Registrar with planning Convocation
 - Writes, revises, and maintains correspondence and forms on behalf of the Registrar and pertinent to the operations of the Registrar's Office

Skills Qualifications:

- An undergraduate degree with a minimum of three (3) years of experience working in a Registrar's Office or professional setting. An equivalent combination of education and experience will be considered
- Demonstrated experience requiring attention to detail
- Proficiency with the Microsoft Office Suite
- Advanced ability to communicate effectively, verbally and in writing
- Ability to deal courteously and tactfully with faculty, staff, students, and members of the general public
- Ability to work independently as well as part of a team.
- Ability to work cross-functionally across the organization.
- Ability to plan, organize and prioritize tasks and meet deadlines, maintaining accuracy and paying attention to detail.
- An understanding of privacy legislation and the requirement to ensure absolute confidentiality of personal information is maintained at all times.
- Commitment to advancing the mission and vision of St. Mark's College and Corpus Christi College.
- While all applicants will be considered, priority will be given to Canadian citizens and permanent residents.

How to Apply:

Submit the following to hr@corpuschristi.ca. Incomplete applications will not be considered.

- Cover Letter
- Curriculum Vitae

Who We Are:

The Community of St. Mark's at UBC is comprised of St. Mark's College, Corpus Christi College, and St. Mark's Parish. Together, we provide a center of excellence for Catholic higher education in British Columbia – we are animated by joy of searching for, discovering, and communicating truth in every field of knowledge.

We welcome applications from any person with the skills and knowledge to contribute productively to the scholarly life of the Colleges. We especially welcome applications of persons of diverse faiths, visible minority groups, Indigenous peoples, and persons with disabilities.