

At **Stenberg College**, we are a community built on excellence, passion, and purpose. With a strong reputation among healthcare and human services professionals, we take pride in the work we do and the impact we make.

Here, success is a shared journey. We foster a culture of collaboration, where diverse talents and expertise come together to create meaningful change. Whether you're a student, faculty member, or part of our team, you'll find a place where your passion is valued, your growth is supported, and your contributions truly matter.

Position Overview:

Are you passionate about making education more accessible and inclusive? Stenberg College is seeking an experienced and strategic **Registrar** to join our Senior Leadership Team and play a pivotal role in shaping the student experience. Reporting directly to the Vice President of Academic, the Registrar is instrumental in upholding academic integrity, ensuring compliance with regulatory standards, and supporting student success through streamlined academic administration.

As the **Secretary of Academic Council**, the Registrar contributes to institutional governance and continuous improvement, advancing our mission to empower individuals to positively impact their communities through innovative education.

The Stenberg College Strategic Plan calls for significant growth in programs, services, and enrollment. The incumbent of this position will have an opportunity to make a vital contribution to the development of new undergraduate and graduate programs and assume leadership position of newly formed Registrar's Office incorporating Financial Aid and Student Services.

- **Location:** Hybrid – Surrey, BC
- **Employment Type:** Permanent, Full-Time
- **Start Date:** As soon as possible
- **Salary:** Starting at \$110,000 per year

Key Responsibilities:

- Provide administrative leadership to uphold institutional policies, academic integrity, and compliance with internal and external regulations, ensuring the development, implementation, and adherence to registration and student records policies, standards, and procedures.

- Oversee student registration, academic records, and data management, ensuring accuracy, security, and compliance with institutional and legislative policies, and managing the central repository for student data.
- Monitor academic regulations and perform audits to ensure compliance, particularly regarding student registration, progression, graduation, and assessment standards.
- Collaborate with Chairs, Faculty, Student Services, and the Academic Council members to support academic quality, program compliance, and institutional governance, while managing the awarding process, including graduation certification.
- Coordinate with awarding and accrediting bodies, prepare institutional reports, maintain the Academic Calendar, and ensure adherence to accreditation and regulatory standards.
- Oversee the administration of student appeals, academic standing reviews, and dispute resolution related to registration, admissions, and policy compliance.
- Act as the official record keeper for student registration, grades, progress, credentials, and credits, issuing official letters, transcripts, and ensuring accurate and timely documentation of student progress.
- Stay up to date with school policies and procedures, engaging in professional development, and actively participating in external forums and networks to support institutional goals and continuous improvement

Qualifications and Experience:

- Master's degree (or equivalent) in Education, Business, Organizational Management, Organizational Leadership, or a related field.
- Minimum of five years of progressively responsible experience in a post-secondary educational setting, including at least two years in a Registrar's Office, Student Services, or Enrolment Services.

Knowledge, Skills, and Abilities:

- Strong working knowledge of large electronic databases managing student data.
- Understanding of the strategic plan, programs, and services provided by the college, with a commitment to its mission and values.

- Ability to interact with students, faculty, and staff confidentially, sensitively, tactfully, diplomatically, and professionally.
- Excellent interpersonal, organizational, and leadership skills.
- Advanced oral and written communication skills, including presentation and group facilitation.
- Ability to work cooperatively with internal and external constituencies.
- Proficiency in budget preparation, implementation, and management.
- Commitment to professional development.

Our Core Values

We are guided by values that shape everything we do:

- **Connectedness and Inclusivity**
- **Collaboration and Innovation**
- **Accountability and Integrity**
- **Adaptability and Responsiveness**

Equity, Diversity, and Inclusion

Stenberg College is committed to creating a diverse, inclusive, and equitable environment where all individuals can thrive. We welcome applicants from all backgrounds, including Indigenous Peoples, People of Color (BIPOC), LGBTQ2S+ individuals, people with disabilities, and others who may face barriers. We believe that diversity strengthens our team, encourages innovation, and fosters a more compassionate workplace.

Want to learn more about Stenberg College? Please check out our website at stenbergcollege.com

We thank all applicants for their interest and will contact shortlisted candidates.