

JOB DESCRIPTION

Position	Assistant Registrar	Hours	Averaging 35 hours/week
Classification	Hay	Date	November 2016
Dept.	Registrar's Office		
Reporting To	Registrar	Group	Non-Union

The Registrar's Office (RO) is responsible for creating and protecting the official academic records of all students of the institution and is charged with ensuring that student records are maintained with respect to students' rights to confidentiality and privacy. The RO serves students and the CBU community by responding to general inquires, administering the academic regulations, coordinating updates to the academic calendar, and overseeing convocation ceremonies.

PURPOSE:

Under the direction of the Registrar, the Assistant Registrar will support the academic integrity of student records through policy review and development, academic regulation and quality assurance programming. In addition, the incumbent will manage Registrar's Office convocation activities and set up and maintain a compilation of Registrar's Office policies and procedures. The Assistant Registrar will act as the day-to-day liaison between the Registrar's Office and other University departments, principally Enrolment Services and Student Affairs, and provide management in the absence of the Registrar.

SPECIFIC RESPONSIBILITIES:

Policy Review, Academic Review, Quality Assurance Support

- In consultation with academic goals and objectives, research best practices at other universities and draft policies and/or procedures.
- Develop and maintain a repository of all Registrar's Office policies, procedures, and academic regulations including recording all policies now orally maintained.
- Support the Registrar in policy review and development and participate in Quality Assurance projects and programs.

Convocation

- Manage and coordinate convocation, working with members of other university departments as required (Conference Services, Marketing & Communications, etc.).
- In conjunction with Conference Services, make arrangements with convocation suppliers (on and off campus).
- Manage and coordinate all special convocations and installations.

Student Information System

- Act as Registrar's Office representative for the Student Information System (SIS) serving as liaison with the IT Department in initiatives such as the implementation of any new SIS or updates as required.
- Authorize security access for eligible employees.
- Provide training for staff.

Registrar's Office Liaison

- Act as Registrar's Office liaison between Registrar's Office and other university departments, principally Enrolment Services and Student Affairs, on day-to-day activities.

Other Duties

- Act as Manager in Registrar's absence.
- Participate in performance reviews of staff members.
- Ensure adherence to Registrar's Office policies and procedures. Authorize overtime. Maintain confidentiality around staff personnel files.
- Assist Registrar in annual file maintenance procedures including annual academic performance review. Ensure accurate record keeping associated with the Academic Integrity Policy.
- Research and develop policies.
- Represent Registrar's Office on various university committees.
- Maintain currency with CBU policies and procedures such as Academic Calendar, student finance policies and procedures, articulation agreements, and secondary school course codes.
- Act as backup for Academic Calendar maintenance.
- Other job related projects and duties as assigned.

The incumbent may be required to work irregular hours (evenings and weekends), particularly as it relates to convocation.

QUALIFICATIONS:

- Baccalaureate degree.
- Minimum of five (5) years of acceptable related experience, preferably in a post-secondary environment. Supervisory experience an asset.
- A high degree of skill in the use of MS Office, web browser, database use (familiarity with *theSIS* would be an asset), and ability to learn updated and/or new software quickly.
- Excellent communication skills, both written and oral.
- Ability to work in a team environment and maintain good working relationships with other university employees.
- Good judgement skills and the ability to maintain confidentiality and privacy.

- Superior ability to organize activities, to work as part of a team, and to manage time well.
- A genuine interest in students and in meeting their needs.
- Demonstrated analytical and problem solving skills.
- Willingness and flexibility to work irregular hours, including evenings and weekends.