

TERMS OF REFERENCE

Registrar

Position Summary:

Yellowquill University College is seeking a detail-oriented and organized **Registrar** to oversee the institution's student records and registration functions. Reporting directly to the Director, the Registrar will provide leadership and oversight of student admissions, registration, academic records, graduation, credit transfers, prior learning, academic scheduling, and related student information services. The Registrar will work closely with students, faculty, program coordinators, and administrative staff to ensure that student records are accurate, current, secure, and maintained in accordance with institutional policies and applicable academic requirements.

Duties and Responsibilities:

- Oversee the day-to-day operations of the Student Records Office.
- Supervise and provide direction to the Student Records Clerk.
- Explain registration, academic records, and related institutional policies and procedures to students, faculty, and staff.
- Plan, coordinate, and organize student registration activities.
- Coordinate student admissions, registration, and file processes.
- Maintain accurate and up-to-date student academic records, including grades, attendance, course registrations, withdrawals, and other academic information.
- Oversee the preparation and processing of graduation requirements and student graduation records.
- Review and administer the credit transfer and credit recovery process in accordance with institutional policies.
- Oversee processes related to prior learning assessment and recognition, where applicable.
- Coordinate and maintain academic schedules in consultation with program coordinators and faculty.
- Review and analyze registration, enrolment, and student records statistics and prepare reports as required.
- Ensure the accuracy and integrity of information maintained within the student information system.
- Maintain secure and confidential student records in accordance with institutional policies and applicable privacy requirements.
- Work collaboratively with faculty, program coordinators, administration, and students to resolve academic records and registration issues.

- Participate in student services committees, institutional initiatives, and meetings as required.
- Identify opportunities to improve student records, registration, and administrative processes.
- Perform other duties as assigned by the Director.

Qualifications:

- Bachelor's degree in Education, minimum.
- Relevant experience in student records, registration, academic administration, post-secondary education, or a similar role.
- Experience working with student information systems, databases, or academic records management systems.
- Knowledge of registration, admissions, academic records, transfer credit, and graduation processes.
- Strong organizational and time-management skills with exceptional attention to detail.
- Strong computer skills and proficiency with Microsoft Office/Microsoft 365.
- Excellent written and verbal communication skills.
- Strong interpersonal and problem-solving skills.
- Ability to work independently while also working effectively as part of a team.
- Ability to maintain confidentiality and handle sensitive student information with professionalism and discretion.
- Experience working in a First Nations or Indigenous post-secondary education environment is considered an asset.

Salary: Based on qualifications and experience.

Applications may be sent to:

Doreen Stranger

dstranger@yellowquill.org

Fax: (204) 953-2810

Yellowquill University College thanks all applicants for their interest. Only those selected for an interview will be contacted.

Application deadline: Open until filled.