

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

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| <b>JOB TITLE</b>          | Registrar  |
| <b>DEPARTMENT</b>         | Registrar & Admissions Services  |
| <b>CATEGORY</b>           | <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary |
| <b>REMUNERATION SCALE</b> | Leadership 3   |
| <b>REPORTS TO</b>         | Vice President for Academic Administration                                 |
| <b>LAST REVISED</b>       | February 1, 2023   |

### **POSITION SUMMARY**

Reporting to the Vice President for Academic Administration, the Registrar is responsible for providing operational and strategic direction for the office of the Registrar & Admissions Services. The Registrar plays a primary leadership role in the development of academic and administrative policies and procedures in the management of programs and services that support students in their academic pursuits while enhancing student life and the university community. Areas of focus include admission standards; student registration and records; enrolment management including course enrolment planning, academic calendar and course and exams scheduling, academic advising, and student program progression; transfer credit; administration of graduation; and managing flow of student data to various departments and preparation of statistical reports.

### **ESSENTIAL FUNCTIONS**

- Propose enrolment management strategies for new admission standards and pathways.
- Manage course offerings and caps and optimize academic advising practices focused on retention and student progression.
- Communicate the strategy and tactics being used in enrolment management to the larger University community.
- Participate in the academic governance of the university through membership on committees, taking on the responsibility of ensuring that courses, programs and regulations serve students in completing coherent educational programs, and meeting the expectations and requirements of the larger post-secondary sector.
- Play a leading role in the process of conferring degrees, diplomas, and certificates to students, including recommending students for approval to the Faculty Council, organization of Convocation, and the production and delivery of parchments to students.
- Bear ultimate responsibility for the security, privacy, and accuracy of student records.
- Serve as the university's Privacy Officer.
- Supervise Registrar & Admissions Services personnel, developing a strong, motivated team.
- Develop a departmental environment that seeks to best serve future, current and former students with consistently high levels of customer service that enables faculty and other departments to accomplish their work and that inspires a unified team.

- Represent the institution to external bodies as required.
- Participate and facilitate the participation of staff in professional organizations.
- Work closely and strategically with other university leaders to ensure co-curricular and curricular outcomes are met.
- Work in conjunction with the Vice Presidents for Academic Administration and Finance to develop operating and capital budgets for the Office of the Registrar & Admissions Services and operate within the approved budgets for this office.
- Define, collect, maintain, analyze, and disseminate official institutional non-financial data.
- Assist or provide data in compiling government mandated reporting requirements [e.g., Comprehensive Institutional Plan (CIP) or equivalent, Advanced Education Annual Report, Campus Alberta Quality Council (CAQC) Annual Report, 6-year Cyclical reports, Learner and Enrolment Reporting System (LERS), etc.], participates in national surveys, administers and publishes institutional non-financial data pertaining to students, graduates, and employees.
- Make data available to internal and external stakeholders for the purposes of informing, decision-making, strategic planning, budgeting, and measuring effectiveness.
- Conduct quantitative and qualitative research, identify, and present institutional nonfinancial data trends regarding students, faculty, and accreditation requirements, strategic planning, enrollment management, outcomes assessment, institutional effectiveness assessments, campus climate, student satisfaction, and alumni placement and success records.
- Prepare periodic reports and dashboard visualizations related to enrolment, admissions, retention, degrees awarded and graduation rates, demographics and student characteristics, student outcomes (e.g. course completion rates, licensure rates), employees, and other related measures.
- Serve as a resource to faculty and staff requiring research assistance for program accreditation, program reviews, and other critical ad hoc requests, and prepares all the data required for the CAQC cyclical reviews and annual reports we conduct annually.
- Complete other tasks as assigned by the Vice President for Academic Administration.

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- A Master's degree in a related discipline preferred.

### **EXPERIENCE**

- Two to five years' related experience.

## **SKILLS**

- Maintain positive working relationships with employees and the management team.
- Work in a team environment and be a self-starter when working independently.
- Detailed, organized and creative.
- Self-reliant and take responsibility.
- Build relationships quickly.
- Maintain confidentiality and inspire trust.
- Proficiency in Microsoft Office and willingness to learn other programs as necessary.
- Experience in conflict resolution, negotiation and mediation, personnel selections, employee development and performance management.
- Strong written and verbal communications skills, and interpersonal skills to manage a multiple stakeholder environment.
- Strong organizational and time management skills, including ability to multi-task and prioritize workload.
- Good working knowledge of legal requirements and reporting regulations relating to employment and human rights.
- Sound judgment, discretion, flexibility and integrity.
- A strong sense of self and the ability to make decisions in a variety of situations.
- Knowledge of legislation, regulations, and procedures relating to post-secondary education.
- Knowledge of secondary education curriculum in Canada and internationally.
- Knowledge of student development and learning theory.
- Demonstrated analytical, consultative, and decision-making skills, with the ability to develop and execute action plans for projects and events.
- Experience working with student information systems and databases for both recruitment and the management of student records.
- A strong understanding of the value of Christian post-secondary education.

## **PERSONAL**

- Flexibility to work days, evenings and weekends as necessary.
- A member of the Seventh-day Adventist Church in regular standing.
- Familiar with and passionate about Adventist post-secondary education.
- Value people and relationships.