

## **POSITION DESCRIPTION**

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**POSITION:** Assistant Registrar

**DIVISION:** Student Affairs

**DATE:** Sept 2012

**DEPARTMENT:** Office of the Registrar

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### **PRIMARY FUNCTION**

The primary functions of the Assistant Registrar are to meet the needs of the institution for operational and ad hoc operational reporting on student related data, and to manage the maintenance of pan-divisional data including PENs, high school transcripts, and curriculum logistic data. This position will also act as the Associate Registrar when unavailable.

### **ORGANIZATIONAL STRUCTURE**

This position reports to the Associate Registrar, Registration and Student Information Systems, and supervises the staff of the enrolment reporting business unit. The Assistant Registrar serves as the Acting Associate Registrar, Registration and Student Information Systems in the Associate Registrar's absence. The Associate Registrar reports to the University Registrar, which is a unit within the SEM division.

### **NATURE & SCOPE**

Within the Office of the Registrar, and under the general direction of the Associate Registrar, this position is responsible for operational student reporting and pan-divisional student data. This includes administration of PEN and high school data. This position acts as an internal business systems and procedures consultant to the Office of the Registrar and other areas relating to students.

### **KEY RESPONSIBILITIES**

1. Supervise operational reporting for the SEM division including applicant, enrolment, and student records data. This includes maintaining and operating broadcast email messaging to students, and mentoring of staff and utilizing tools that include MS-Access, SQL, and other reporting tools. May provide analysis of summative reporting when required.
2. Maintain student data integrity and quality assurance by reviewing student data acquisition business processes, data quality evaluations, operational aggregate reporting outputs for all student environments. Maintain feedback loop as an output from Reporting into the data origination cycle.
3. Maintain Banner control, rule, and validation tables relating to curriculum administration, CDW submissions, and Student crosswalk tables including high school transcripts and

online applications. Recommend revision and optimization of validations and controls as the University evolves and/or the interaction between people and systems changes.

4. Act as an internal business systems and procedures consultant to the Office of the Registrar and other areas relating to students. Consultation services range from evaluating business processes for efficient use of systems; championing new technologies in the division; and liaising with other departments and external agencies (Ministry of Education, BC Campus, the Industry Training Authority) to execute data exchanges.
5. Act as the primary Banner Student Distributed Security Manager (DSM), processing Banner student security requests.
6. To author, review, and evaluate IET proposals (new technology, customizations, bolt-ons, etc.) for technology for the Office of the Registrar.
7. Liaise with the Institutional Analysis and Planning department to ensure the correct interpretation of operational data, and to ensure that the data captured satisfies institutional reporting needs, including the CDW and KBIT.
8. Assists in planning, preparing and monitoring the departmental budget.
9. Participates in developing, establishing and administering departmental policies and procedures.
10. Attracts and retains staff by developing and implementing recruitment and selection strategies, providing orientation to staff, and ensuring a stimulating work environment. Monitors and assesses performance and employs strategies such as coaching and mentoring as appropriate to enhance performance.
11. Supervises and provides leadership to staff by coaching, guiding and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals.
12. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.
13. Provides support for reorganization and restructuring. Makes recommendations to the Registrar and develops implementation plans.
14. Performs other related duties as required.

## **QUALIFICATIONS**

- A bachelor's degree, preferably in computer science or information technology or analytics, plus a minimum of seven years recent related experience in or supporting the Office of the Registrar, including supervisory experience, or an equivalent combination of education, training and experience.

- Demonstrated experience as a functional lead administering a Banner Student module, preferably in the Office of the Registrar at a post-secondary institution. Experience in a comparable student information system may be considered.
- Demonstrated experience using database reporting tools that include authoring SQL.
- Demonstrated experience with web systems and software including HTML, CSS, and JavaScript authoring.
- Demonstrated experience or education in curriculum logistics or curriculum administration, and a degree audit system.
- Certification as a Microsoft Office Specialist in MS-Excel, MS-Word, and MS Access. Experience in comparable software may be considered.
- Ability to communicate patiently and effectively with a diverse range of people and situations, including the ability to deal with hostile or upset employees. Ability to establish and maintain effective working relationships with University administration, faculty, and staff.
- Demonstrated analytical skills, including problem-solving and needs analysis. Excellent organizational skills, including the ability to set priorities and meet deadlines. Ability to work independently, exercise good judgment and demonstrate initiative. Ability to develop flexible approaches toward work procedures and to exercise tact and diplomacy.