

Registrar

Quest University Canada is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, British Columbia, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly-engaged student population, and outstanding faculty are gaining world-wide recognition. Currently, the student community at Quest consists of almost half from Canada, more than a third from the United States, and the remaining students from outside North America representing sixty other countries from around the world.

We are looking to hire a full-time Registrar to provide leadership and strategic direction in a broad array of activities in support of student enrollment and learning, including course registration, planning course offerings, grade records, degree progress assessment and final degree audit, advising students, managing leaves, policy creation and administration, institutional research, student record maintenance, and related functions. Given the small size of the student body, this position encompasses a wide range of roles, including oversight and planning, front-line service, behind-the-scenes processing, research and reporting, as well as administrative tasks. The Registrar reports to the Chief Academic Officer.

Requirements

- Bachelor's degree in the area of education, management or public administration; a combination of education and leadership and administrative experience will be considered;
- A minimum of five years of administrative experience in a post-secondary educational environment is required;
- Experience with admissions, student records, financial awards, academic advising, student support, and assessment;
- A minimum of five years' experience managing staff, working with other senior academic leaders, and budget management is essential;
- Demonstrated ability to create and maintain relationships with internal/external stakeholders;
- Demonstrated ability in guiding staff to provide excellent service to students and members of the public;
- Demonstrated ability to effectively and accurately interpret policies and procedures;
- Strong communication (oral and written), interpersonal, relationship-building, organizational, leadership, problem solving and decision-making skills are required; and
- Ability to use current technology effectively, including a strong knowledge of student information system databases.

Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at www.questu.ca.*

To Apply: Submit your resume in pdf format detailing experience to James Byrne, Interim Chief Academic Officer, by email at james.byrne@questu.ca

Closing date: September 15, 2017, or until the position is filled.

Start date: October 1, 2017

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.**