

Position Job Title: Assistant Registrar

Location: Squamish, BC

Reports To: Registrar

About Quest University

Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. Our campus is situated amidst the Coast Mountains in Squamish, 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. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at www.questu.ca.

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

About the Role

Quest University Canada seeks a full-time Assistant Registrar to support the Registrar Office and the Academic Administration Office. Reporting to the Registrar, this position works with the Registrar to provide support in a broad array of activities including student enrolment, course registration, grade records, student record maintenance, and related functions. Under the direction of the Academic Administration Supervisor the Assistant Registrar will also provide academic administrative support. Given the small size of the student body, this position encompasses a wide range of roles, including front-line service, behind-the-scenes processing, research, and reporting, as well as administrative tasks for the Registrar and Academic Administration Offices.

The Registrar's Office interacts with a variety of constituents providing reports and recommendations to the president and executive team, working closely with the faculty on academic and advising matters, collaborating with other staff members across all areas of the university, serving as a principal source of information on academic and procedural matters to students (prospective, current, and former) and parents, networking with counterparts at other universities, and coordinating with external agencies.

Essential Responsibilities

The Assistant Registrar will work with the Registrar to:

- Manage the registration process and course offerings. Facilitate leaves of absence

and withdrawals.

- Act as the official keeper of the University's student records, in maintaining the integrity and privacy of student information, ensuring all records are kept current and accurate.
- Assist in the development, implementation, and supervision of student information systems.
- Process transcripts and Enrollment Verification letters as well as confirm enrolment to external financial aid partners.
- Manage the registrar@questu.ca email inbox.
- Assist in keeping Quest U website and Portal up to date; manage online portal request forms
- Collection and organization of syllabi and missing grades
- Process articulation request through BCCAT's Transfer Credit System as well facilitate, manage, and post transfer credit requests for potential admission applicants and newly matriculated students.
- Assist with other duties as required.
- This role may, from time to time, assist the Admissions and Financial Aid offices with various projects and tasks, in consultation with the Registrar.

The Assistant Registrar may also provide cover off for and work with the Supervisor, Academic Administration from time to time to perform duties such as:

- Provide administrative support to the Vice President Academic and the Academic Dean.
- Facilitate field trip management by booking vehicles, drivers, and processing student field trip forms.
- Processing and tracking Faculty Professional Development reimbursement requests.
- Provide support for Academic Council meetings.
- Maintain inventory of office supplies.
- Provide administrative support to Faculty committees as needed.
- Support classroom and office allocation at the end of each block.
- Manage committee membership lists on the Portal.
- Assist with other duties and projects as required.

Qualifications

- Bachelor's degree or an acceptable equivalent combination of education and experience.
- A minimum of two years of administrative or office of the registrar experience in a post-secondary educational environment, or similar, is required.
- Experience with customer service, admissions, student records, transfer credits, academic advising, student support and assessment is an asset.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to manage conflicting priorities and deadlines and respond to changing work priorities quickly and effectively with strong organizational, time management and project planning skills.

- Ability to use current technology effectively, including a strong knowledge of student information system databases, and development of reports as they relate to student records and registration.
- Ability to effectively use MS Office (Word, Excel, Power Point, Outlook) at an intermediate level.
- Strong logical and analytical problem-solving skills; critical thinking skills with attention to details and skill in collecting, verifying, and reporting data.
- Demonstrated ability to interpret policies, procedures, government compliance and other regulatory standards effectively and accurately.

To Apply

Candidates are asked to email the following documents in PDF format to both registrar@questu.ca and human.resources@questu.ca .

- A full curriculum vitae detailing qualifications and relevant achievements.
- A covering letter describing briefly how candidates meet the criteria in the 'Qualifications' section of the job profile, why the appointment is of interest, and what they believe they can bring to the role.
- Names of references and evidence of credentials will only be requested at the end of the recruitment process.

Closing Date: November 15, 2021

Start Date: As soon as possible.

Quest University is committed to equity and diversity in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the "Freedom of Information and Protection of Privacy Act" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.

Please note, COVID-19 vaccines are required for all students, faculty and staff on campus. Proof of vaccination status must be shown on your first day of employment.