

Associate Registrar - International

Registrar's Office

Brandon, MB

Full-time, Regular

Competition 114-21/22

Salary: \$57,912 - \$71,832 annually

(Administrative Officer 3)

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement.

Supporting Assiniboine Community College's Strategic Direction and International Strategy, the Associate Registrar, International, will work collaboratively with the Registrar's Office, Assiniboine International and academic units to ensure service supports align with growth goals and supports international students and essential partnerships.

Be Passionate.

This position will lead a team of international admission staff to primarily oversee the international admission process, and provide additional support to international registration and records.

Reporting to the Registrar, and working closely with International leadership, this position will provide the necessary focus, support and execution for the strategic direction of a dedicated international enrolment unit, while implementing day-to-day prioritization in a rapidly changing environment.

Take Initiative.

Your effective interpersonal and intercultural communications skills will be a strength as you work with a wide range of constituents including international students, families, agencies, partners, staff, faculty, and other organizations. Your strong organizational and administrative skills with attention to detail will help you manage in a busy, rapidly changing environment, while providing excellent customer service, where you will provide solutions to complex problems and manage competing demands.

Deliver Results.

You will have relevant education (Undergraduate degree or equivalent), and several years of professional and progressively more responsible experience working in international student services, international education, international admissions, student affairs, or a closely related field or an equivalent combination of education, training, and experience. You will be an effective communicator with advanced level computer skills and project management experience. Evening and weekend hours may be required depending on admissions cycle. You will be able to obtain a passport and possess a valid class 5 Manitoba driver's license with the ability to travel when required in order to meet the needs of the department.

This competition will remain open until filled.

Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promotes full participation to ensure dignity, respect, and equal access for all employees.

*Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email humanresources@assiniboine.net.

Requests for accommodations can be made at any point during the recruitment process through the same contacts.

We thank you for your interest. Those selected for further consideration will be contacted.