

Associate Registrar - Record & Systems

Registrar's Office

Full-Time, Regular

Brandon, MB

Comp #19-25/26

Salary: \$62,526 to \$79,868 annually (\$33.17 to \$42.37 hourly)

Classification: Administrative Officer 3

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research.

Our future success rests on our ability to develop a sustainable thriving workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: creativity, collaboration, and courage.

The Associate Registrar provides leadership and expertise to support college goals, the academic plan, and recruitment and retention objectives in alignment with Assiniboine's mission and strategy. This role provides leadership to a team, overseeing operations ensuring integrity, policy and legislative compliance. A champion for service excellence, quality and continuous improvement, the Associate Registrar fosters strong working relationships, cultivates a student-centered culture, and ensures that processes and systems enhance both institutional effectiveness and the overall student experience.

Key Responsibilities:

- ▶ Oversee student records, curriculum management, graduation and related systems.
- ▶ Provide leadership in the development, optimization, and use of enterprise systems (e.g., Colleague) to support academic operations.
- ▶ Direct daily operations of student records functions, ensuring compliance with policies, legislation, and data integrity standards.
- ▶ Lead curriculum management processes, including course/program changes, calendar production, and transfer credit articulation.
- ▶ Manage graduation processes, including degree audits, parchments, ceremonies, and reporting.
- ▶ Provide leadership in enrolment reporting, data analysis, and evidence-based decision-making for senior leaders.
- ▶ Develop policies, business processes, and systems improvements to enhance efficiency and service quality.
- ▶ Supervise, develop, and evaluate staff, fostering a student-centered service culture aligned with Assiniboine's mission.
- ▶ Collaborate with senior leaders, academic units, and committees on initiatives, projects, and compliance with college strategy and government legislation.

Qualifications:

- ▶ Diploma or Degree in a relevant field preferred; or equivalent combination of education and experience.
- ▶ Minimum of 5-7 years of progressive experience in a Registrar's Office at a university or college, or a similar environment or role.
- ▶ Strong technology orientation and experience; knowledge of Colleague, or other similar systems, and calendar/curriculum management systems preferred.
- ▶ Leadership and management experience including supervision, training and developing staff.
- ▶ Experience with change management, project management, and business process improvement an asset; able to lead organizational change and foster a culture of continuous improvement, service excellence and quality.
- ▶ Strong problem-solving and critical thinking skills with the ability to develop practical solutions to complex operational and policy issues.
- ▶ Knowledge of Canadian post-secondary education, strategic enrolment management concepts and academic policies and processes that contribute to a quality education experience preferred; able to understand and represent the position and priorities of the Registrar.
- ▶ Ability to interpret data and create clear, accurate, reliable, and informative reports
- ▶ Proven ability to exercise sound judgement, tact, diplomacy and conflict resolution skills.
- ▶ Experience managing multiple projects within a high-volume and rapidly changing environment with the ability to prioritize and delegate work effectively.
- ▶ Excellent communication and interpersonal skills, with the ability to communicate and collaborate effectively across diverse groups and situations, and to build and maintain strong, effective working relationships.
- ▶ Possession of a valid driver's license and access to a vehicle. Inter-campus travel is required.

This competition will remain open until the position is filled.

Discover full details about the position please see the attached job description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome 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.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.