



PEOPLE MAKE IT HAPPEN.

## Registrar Systems Coordinator

Registrar's Office  
Full-time Regular  
Brandon MB  
Comp # 103-2526  
Salary: \$62,809.00 – \$77,135.00  
Classification: System's Analyst 3

### About Assiniboine:

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.

### Position Overview:

Reporting to the Registrar, the Registrar's Office Systems Coordinator coordinates and supports Registrar's Office systems, technology initiatives, and process improvement projects. The incumbent translates business needs into effective system solutions, supports implementation, testing, training, documentation, and ongoing maintenance activities, and works collaboratively with stakeholders to improve service delivery, data accuracy, operational efficiency, and compliance with institutional and regulatory requirements.

### Key Responsibilities:

- ▶ Coordinate and support Registrar's Office systems, technology initiatives, and system-related projects.
- ▶ Translate business requirements into system solutions and coordinate implementation activities.
- ▶ Perform and coordinate tasks associated with system implementations, upgrades and enhancements, including requirements analysis, testing, deployment and post-implementation support.
- ▶ Facilitate successful adoption of systems, technology initiatives, business processes and best practice through stakeholder engagement, communication, training, and change management activities.
- ▶ Develop and maintain system documentation, procedures, and user guides.
- ▶ Provide technical and functional support to users and deliver training on systems and processes.
- ▶ Identify opportunities for system, process, and service improvements and recommend solutions.
- ▶ Monitor system functionality and data accuracy, investigate issues, and recommend corrective actions
- ▶ Develop and implement quality assurance and validation processes.
- ▶ Support institutional data submissions and record activities, ensuring accuracy, compliance, and adherence to regulatory, reporting, and best practice.
- ▶ Perform systems and data routines and maintenance.

- ▶ Support integration activities between the Student Information System and related applications.
- ▶ Review, document, and maintain business processes and operational procedures.
- ▶ Analyze, document, and optimize Registrar's Office business processes and workflows to improve service delivery, efficiency and quality.
- ▶ Coordinate with other College departments on projects, systems and data matters.
- ▶ Other related duties as assigned.

**Qualifications:**

- ▶ Post-secondary education in a relevant field; or equivalent combination of education and experience.
- ▶ Knowledge of Student Information Systems, with experience using Ellucian Colleague considered a strong asset
- ▶ Knowledge of post-secondary administrative processes, Registrar's Office operations, and applicable regulations.
- ▶ Experience leading or supporting system and process improvement projects.
- ▶ Proficiency with Microsoft 365, preferably SharePoint, including forms, lists, workflows, and process automation tools.
- ▶ Knowledge of databases, data integration, reporting tools, and data analysis.
- ▶ Strong analytical and problem-solving skills with the ability to identify issues, determine root causes, and recommend effective solutions.
- ▶ Experience developing, analyzing, documenting, and improving business processes and workflows.
- ▶ Ability to work independently and collaboratively with stakeholders to advance system, process and operational improvement initiatives.
- ▶ Strong communication, documentation and training skills.

*This competition will remain open until the position is filled.*  
**Discover full details about the position in 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.

**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 leaders in Manitoba.



**Assiniboine  
College**

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**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](mailto: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](mailto: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.