



PEOPLE MAKE IT HAPPEN.

Admissions/Registration Specialist

Registrar's Office
Full-time, Regular
Brandon, MB
Comp #11-26/27
Salary: \$49,406 to \$59,793 annually (\$26.21 to \$31.72 hourly)
Classification: Clerk 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.

This position is responsible for administrative functions related to Admissions/Registration in the Registrar's Office. This includes a customer-centered approach to processing applications and registering students in both on-campus and off-campus programs and courses. The incumbent also provides information to applicants and prospective applicants regarding programs, admission requirements and procedures, registration and graduation requirements and procedures, program and course fees as well as general administrative support within the department.

This would be a great developmental opportunity for internal staff to broaden their scope of knowledge and expertise within Assiniboine. This opportunity will support your professional growth by providing exposure to new responsibilities, systems, and areas of practice, while building on existing skills and experience within the organization. Internal applicants are encouraged to apply if they are interested in expanding their capabilities and contributing to a new capacity while continuing to grow their career within Assiniboine.

Key Responsibilities:

- ▶ Assess and process domestic and international applications and registrations in accordance with institutional, provincial, and federal policies.
- ▶ Manage applicant and student records within the Student Management Information System (MIS), ensuring accuracy and confidentiality.
- ▶ Communicate with applicants and students regarding admission status, registration, schedules, fees, and required documentation.
- ▶ Coordinate program waitlists, course registrations, adds/drops, withdrawals, and graduation processing.
- ▶ Process tuition payments, deposits, refunds, and daily cash reconciliations in collaboration with Finance.
- ▶ Process and maintain parking and document requests;
- ▶ Provide front-line customer service through phone, email, and in-person interactions with students, staff, and visitors.



- ▶ Liaise with academic schools, Finance, and other departments regarding registration restrictions, academic standing, and student records.
- ▶ Assist with quality assurance activities, system testing, reporting, and continuous improvement initiatives related to the student MIS.
- ▶ Support college operations through graduation ceremonies, records management, and cross-functional team coverage as needed.

Qualifications:

- ▶ Working knowledge of Management Information System, preferably Colleague.
- ▶ Proficient in transactional screens in Colleague and possess knowledge of Colleague.
- ▶ Experience working with windows-based software.
- ▶ Ability to interpret and apply policies and procedures related to the admissions/registration responsibilities.
- ▶ Data accuracy is an essential skill; the ability to review own work, complete complex multi-screen actions alongside dealing with customers is required.
- ▶ Strong interpersonal/oral communication skills, customer service, organizational and time management skills, and the ability to work on one's own initiative to see complex matters through to completion or escalate to manager if needed.

This competition will be posted until filled.

Discover full details about the position in the attached Job Description.

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.

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.

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.

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.