



## Registrar - Full Time

### ABOUT ST. MARY'S UNIVERSITY

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada.

Located on a historic site in Calgary, Alberta, our students are inspired to combine Advancements with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1200 full- and part-time students, 150 full- and part-time faculty and staff, and an average class size of 25. The university has grown by over 50% in the last five years alone.

### POSITION OUTLINE

As an integral member of the University, the Registrar oversees all aspects of the leadership and operations of the Registrar's Office providing support services to students, faculty and staff. The Registrar, reporting directly to the Vice President Academic, will utilize their registrarial expertise and advanced skills in leaderships, strategic planning, relationship building, and operations to lead a team of student services professionals responsible for delivering the University's strategic plan and academic mission.

### RESPONSIBILITIES

- Oversees all operations in the registration process (record creation, course schedule building, classroom assignment, final exam scheduling, grade processing, transcript issuance, and student enrollment verification)
- Identify, develop, and implement innovative initiatives to meet the short and long term needs of the University
- Oversees all operations in the transfer credit process and prior learning credit process
- Responsible for the development of the Academic Calendar, updating of the Registrar's Office web site, and assists with the development and publication of the University Catalogue
- Responsible for beginning and end of term processing in PowerCampus (building of terms and sessions, term activating students, and assigning student appointments, repeat/replace processing, academic action processes, communication with students related to academic actions, and Dean's List processing)
- Responsible for enrollment and degree reporting to the provincial government
- Establishes and maintains collaborative and effective working relationships with a diverse group of leaders across the University and with peers at other universities.
- Serves on various University committees and advisory groups
- Develops, evaluates, interprets, and administers departmental, University and system-wide policies, procedures, and strategies relative to the University's academic mission
- Manages the fiscal affairs of the department, including budget development and priorities; exercises direct fiscal control over the approved budget
- Provides leadership and coordination of team activities including recruiting, mentoring, performance management, training and development of staff

- Ensures compliance with Academic Calendar requirements as they pertain to the Registrar's Office
- Complies and stays current with relevant rules and regulations of the ACAC and certifies that all student athletes are eligible to participate
- Ensures maintenance and integrity of the academic record and acts as central communication resource for academic and policy information related to student records management
- Provides technical leadership for the University's Student Information System, PowerCampus; participates in the evaluation of a variety of 3rd party software packages that connect to and/or integrate with PowerCampus
- Oversees, plans and participates in Convocation activities; certifies all student record documents related to degree completion and produces parchments

## QUALIFICATIONS

- Bachelor's degree with progressive experience in a registrar/student services functional capacity within a higher education institution
- Minimum 3-5 years as Associate Registrar or Registrar at a post-secondary institution working with higher education-high school dual enrollment/dual degree programs
- Known to have a "can do" positive attitude, superior communication abilities and outstanding relationship building skills
- Demonstrated ability to lead teams and inspire excellence in a people-oriented environment
- Exceptional organizational and time management skills in prioritizing and being able to meet urgent and competing deadlines
- The ideal candidate will be proactive, optimistic and have worked in a dynamic environment where they have experience collaboratively delivering on multiple priorities
- Ability to deal effectively with University faculty, students, administrators, and staff, as well as various outside organizations and agencies in enforcing key University academic policies
- Strong interest in being an advocate for both faculty and students through direct and indirect interaction; ie procedural and systems development
- Experience managing complex records systems and computer systems development in a registrar's office or admissions office (specific experience with PowerCampus preferred)

## COMPENSATION:

St. Mary's University offers a competitive compensation package and comprehensive benefits program. Compensation will be commensurate with qualifications and experience.

## APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to [careers@stmu.ca](mailto:careers@stmu.ca) in word or pdf format, with the Subject Line of: "Registrar" by end of day on May 17, 2021. We are unable to accept applications and dossiers through third party platforms.

*St. Mary's University is passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. We encourage any and all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.*

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please*

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