

## **Registrar**

### **Registrar's Office**

Brandon, MB

Full-time, Regular

Competition #23-22/23

Salary: \$88,853 to \$113,421 annually

Classification: out of scope

Assiniboine Community College strives to create *Exceptional Learning Experiences* for 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.

The Registrar provides exemplary leadership that sets the tone for exceptional student experiences at Assiniboine. They work to improve admission, conversion, and retention rates; advance administrative processes; improve internal and external communications; provide transparent processes; and reduce barriers to student success.

### **Be Passionate.**

The Registrar leads continual innovation and improvement ensuring a clear student path to graduation, while providing critical advice and high-level support to academic and administrative leaders.

The Registrar is responsible for a range of key functions at Assiniboine, including admissions, course registration and cashiering, financial aid, student records, scheduling, student data management, reporting, graduation, and curriculum implementation within an overall strategic enrolment management framework.

### **Take Initiative.**

The successful candidate is a collaborative and dynamic leader who is passionate about student success in the college system. You will support and build relationships with leaders across the college and facilitate an access-oriented culture that gets to the core of what a student really needs. This collaboration is critical to ensure areas are supported as the college manages change.

### **Deliver Results.**

You will have a proven track record of leadership and innovation in a similar environment, which might include student records and systems, student services and advising, admission and registration, or strategic enrolment management. Your relevant combination of post-secondary education and professional experience has prepared you for this leadership role. This position requires the Registrar to be knowledgeable in areas of in-person and digital customer service management, policy monitoring, college operations, space scheduling, student information systems development, strategic enrollment management, change management, and project management.

If this role sounds like the perfect fit, please send your resume to [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net). This competition will remain open until filled.

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*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](mailto: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.*