



Classification	Administrator
Original Date:	February 2013
Revision Date:	7 January 2020 August 2022
Pay Group:	11

## **JOB DESCRIPTION – ASSOCIATE REGISTRAR, SYSTEMS AND SCHEDULING**

### **NATURE AND SCOPE OF WORK**

This is administrative and professional work. It involves developing, planning, organizing, coordinating, managing, and carrying out the services and procedures of the Registrar's Office, in conjunction with the Registrar. The Associate Registrar assists in the management of the day-to-day operations of the Office and acts for the Registrar in his/her absence. The position reports to the Registrar.

The primary functions of this role are to co-lead the implementation, development and management of Registrar's Office systems with the Registrar's Office management team; oversee the development of the University course and exam schedules and ad hoc room bookings; and the development and publication of the University Calendar.

### **ILLUSTRATIVE EXAMPLES OF DUTIES**

#### **Scheduling**

- Oversees course & classroom scheduling staff who are responsible for the timely production of course & exam schedules
- Collaborates with campus constituencies including IT, AV, Facilities, Capital Planning for routine planning, review of existing policies and development of new policies related to course scheduling, classroom support & utilization
- Ensures the efficiency and efficacy of the course and examination timetabling process and ad hoc room bookings systems
- Acts as a Registrar's Office representative on the Capilano University Scheduling Committee

#### **Systems**

- Acts as the functional lead for all implementations and upgrades to the Student Information System (Banner) and the Course/Exam Scheduling System (Infosilem). Trains, manages and directs the work of cross functional Registrar's Office staff through the implementation or upgrade project
- Works with other associate registrars and the registrar to ensure successful implementation and sustainment of systems and technology solutions
- Collaborates with the registrar and other associate registrars to ensure the integration of the Student Information System with other Registrar's office student systems e.g. Infosilem, EducationPlannerBC, BC Campus, Document Imaging, CRM, etc.



- Uses independent decision-making and creativity to assess, create, and enhance department business processes by using technology solutions wherever possible to streamline registration, course management, and other departmental systems
- Ability to define business requirements in consultation with department leads and end users.
- Responsible for evaluating need for & providing appropriate access to student information within the Reg Office and by other members of the internal community
- Maintains high levels of knowledge and acts as the functional expert of all Registrar's Office systems including but not limited to the Student Information System
- Oversees resolution of issues that develop with one or more of the student systems
- Ensures training of Registrar's Office staff using the Student Information System
- When appropriate, ensures the accuracy, consistency and validity of University student records for internal and external statistical reports and documents
- As appropriate, assists the Registrar in the analysis, design, implementation, and maintenance of manual and computer systems

### **General**

- Under the direction of the Registrar, ensures quality control, data security and adherence to data standards & policies
- Assists the Registrar with the review and proposed revision of academic policy
- With the Registrar ensures that appropriate procedures are developed for policy application
- Assists the Registrar to review, monitor, and develop goals and objectives for the Registrar's Office, including professional development activities
- Assists the Registrar, the other Associate Registrars and Supervisors in analyzing and evaluating existing business functions & processes and in the development of procedures necessary to the running of the Registrar's Office
- Conducts all hiring & performance management functions for staff reporting to this position
- In conjunction with the other Associate Registrars and Registrar, manages, evaluates, coordinates, and directs the staff in the Registrar's Office
- Advises the Registrar on the preparation of the budget process of the Registrar's Office. Under direction, may authorize expenditures and maintain requests for contracts
- Provides information to administrators, faculty, staff, students and the public as required
- Participates on a variety of internal and external committees and associations as necessary
- Acts for the Registrar in his/her absence when delegated to do so
- Performs other duties as may be assigned by the Registrar

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Considerable and demonstrated knowledge of student information systems (ex. Banner).
- Extensive knowledge, and proven experience, in Registrar's Office activities
- Excellent verbal and written communication skills
- High attention to detail and accuracy



- Knowledge of web applications and development
- Thorough knowledge of database software
- Demonstrated ability to develop, execute, and complete projects
- Proven management, leadership, and administrative skills
- Demonstrated ability to manage and motivate others
- Energetic, resourceful, and capable of dealing maturely with, and commanding the respect of administrators, Ministry representatives, faculty, staff, students, and the public

#### **REQUIRED TRAINING AND EXPERIENCE**

- Bachelor's degree or equivalent (Master's degree preferred)
- Minimum of five years' experience in the Registrar's Office in a post-secondary institution in roles of progressive complexity and responsibility including the responsibility for supervision of staff.
- Minimum of two years' experience in system implementation, testing, or maintenance