REGISTRAR & ASSOCIATE VICE PRESIDENT, STUDENTS - TERRACE

Coast Mountain College (CMTN), Terrace campus, invites applications for an exciting opportunity for an experienced professional to join as the Registrar & Associate VP, Students commencing August 1, 2023. This is a permanent management role and is well suited to a professional ready to apply their skills and experience to new challenges in a supportive and progressive environment.

We acknowledge the unceded traditional territories on which our campuses are located: the Nisga’a, Haida, Tsimshian, Gitxsan, Haisla, and Wet’suwet’en Nations.

At CMTN we value a “can do,” collaborative attitude and we seek to attract individuals who have a sense of adventure. Communities of Northwest BC are rich in culture and history, boasting unparalleled beauty, which provide a perfect home for individuals who value work/life balance with outdoor recreation and a rural lifestyle.

**Duties:** The Registrar & Associate VP Students is a senior leadership position reporting to the Vice President Academic, Students, and International. This position carries out the duties of the Registrar as specified in the College and Institute Act and has the responsibility for the security, maintenance, and confidentiality of student records. The Registrar and AVP will collaborate in leading student success and strategic enrolment initiatives and is responsible for strategic leadership and planning of student support and development programs, student non-academic conduct, and student wellbeing initiatives. The incumbent will provide supervision and mentorship for all direct reports and is responsible for portfolios including enrollment services, student wellbeing, financial aid, records and institutional research, admissions, and advising. The Registrar and AVP will participate in internal and external committees that contribute to the delivery of programs and services to students.

Working as a team member in a dynamic management environment, the ideal candidate will possess strong skills in research and reporting, and is able to transform vision to reality with exemplary leadership skills. Comprehensive knowledge and understanding of the roles and functions of this key management position within the post-secondary education system in British Columbia is required.

The successful candidate will possess:
- A graduate degree in an appropriate field of expertise along with a track record of educational leadership; a terminal degree is preferable
- More than seven years of experience working at a senior administrative level within an academic institution, including being a Registrar
- Extensive knowledge of the post-secondary education sector
- Excellent interpersonal, listening, communication, and organizational skills, with the ability to articulate and implement CMTN’s strategic goals
- An understanding of the 94 Calls to Action and UNDRIP as they inform change in the post-secondary sector, and in this role, in particular
- Demonstrated ability to analyze and summarize information in order to make recommendations and to provide the BC government with reports
- Budget formulation, planning and management experience, including performance management
- Commitment to justice, equity, diversity, and inclusion principles in interactions, policies, and plans with regard to students, employees, and external partners
- Strong interpersonal and communication skills with the ability to work effectively with faculty, Education Council and others to strengthen the learning environment for students
- Demonstrated ability to undertake research project design, implementation and management
- Ability to work well under pressure and to meet deadlines and organizational requirements
- Demonstrated leadership skills, including conflict resolution and development of others
- Detail-oriented with excellent computer literacy including database management, data extraction and manipulation, and the use of publication tools for presentations
- Proven track record in development of industry and/or community partnerships
- A valid class 5 driver’s license and the ability to travel to other campuses and within the province on a regular basis

To apply for this role, please submit your up-to-date resume along with a cover letter, quoting competition # 23.079M. In your cover letter, please identify one of the 94 Calls to Action that you think the role of Registrar & Associate VP, Student can champion at CMTN to:

Coast Mountain College, Human Resources - email: apply@coastmountaincollege.ca

**NOTE:** Only complete applications (with a cover letter and resume included) received to the above noted email address will be considered.

CMTN provides quality learning experiences that help prepare our students for successful, positive futures. We celebrate the diversity of our northern and Indigenous populations and reflect this diversity in our programs, services and workforce. In accordance with CMTN’s strategic plan, we encourage applications from Indigenous individuals.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.