REGISTRAR AND DIRECTOR OF INSTITUTIONAL RESEARCH – PRINCE RUPERT, TERRACE, OR HAZELTON

Coast Mountain College (CMTN) invites applications for an exciting opportunity for an experienced professional to join as the Registrar and Director of Institutional Research starting October 2021. 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.

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

**Duties:** 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 Director of Institutional Research is responsible for enrolment services, admissions, educational policy and procedures, convocation and graduation, systems and records, collaboration to develop academic planning, active membership in governance structures, as well as management of the Colleague Student Information System and the Curriculum Inventory Management (CIM) System. Through a proactive, consultative, and collaborative process, the position is also responsible for providing leadership in the development of CMTN’s institutional research processes which support achievement of the College’s goal of becoming the college of choice for experiential, place-based learning by 2027 and the College’s Strategic Enrolment Management (SEM) plan. The Registrar and Director of Institutional Research is a partner to Deans and Directors to provide an excellent student experience and to help create outstanding educational programming.

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 can select to work from the Prince Rupert, Hazelton, or Terrace campus, with the knowledge that they will oversee approximately 18 staff members across four campuses.

The successful candidate will possess:

- A completed Master’s degree as well as experience working at a senior administrative level within an academic institution, or an equivalent combination of education and experience may be considered
- 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 leadership skills, including conflict resolution and development of others
- Considerable knowledge of the post-secondary education sector
- Demonstrated ability to undertake research project design, implementation and management
- Demonstrated ability to analyze and summarize information in order to make recommendations and to provide the BC government with reports
- Ability to work well under pressure and to meet deadlines and organizational requirements
- Detail-oriented with excellent computer literacy including database management, data extraction and manipulation, and the use of publication tools for presentations. Experience with Colleague preferred, along with institutional reporting tools
- Budget formulation, planning and management experience, including performance management
- 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
- Commitment to excellent teaching and learning and a positive student experience
- 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. In the cover letter, please identify one of the 94 Calls to Action that you think the role of Registrar and Director of Institutional Research can champion at CMTN.

**Respond in confidence by submitting a cover letter and current resume and quoting competition #21.xxxM to:** Coast Mountain College, Human Resources & Payroll Department

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.

**Closing Date:** The first review of applications is August 16, 2021.

Hazelton  Houston  Kitimat  Masset  Nass Valley  Prince Rupert  Haida Gwaii  Smithers  Terrace