



PROVIDENCE

ASSISTANT REGISTRAR – RECORDS

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Registrar, the Assistant Registrar – Records generally handles the output of data from Populi, our Student Information System, most notably by providing enrollment data reports to internal and external stakeholders. The Associate Registrar also oversees record maintenance, graduation, and some student services.

SUMMARY OF DUTIES AND RESPONSIBILITIES

REPORTING

- Prepare regular enrollment data reports for internal stakeholders
- Prepare annual reports for external stakeholders, such as accreditors and the government
- Assist departments by providing reports for various needs
- Track weekly registration data

RECORD MAINTENANCE

- Support the Student Information System (SIS) by serving as an information resource within the Registrar's Office
- Develop and implement appropriate strategies for the long-term management of the SIS, ensuring accuracy and data integrity of the SIS
- Develop and perform annual audits of processes and procedures used to maintain the security and integrity of the SIS
- Maintain permanent student files of appropriate application materials, grades, transfer of credits, and other academic records
- Release of Information Authorization forms
- Privacy regulation compliance

GRADUATION PREPARATION

- Help plan graduation weekend events



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- Final audit of all degrees
- Graduation application forms
- Final graduation lists
- Diploma/transcript mail out

STUDENT SERVICES

- Confirmation of enrollment and other letters
- Prepare and send transcripts
- Apply various fees related to letters and web forms

GENERAL

- Apply various policies as appropriate (graduation requirements, records, etc.)
- Assist in final exam invigilation
- Responding to education verification requests

CROSS-TRAINING

- Be prepared to fill in for other members of the office during their time off, in areas such as scheduling, registration, advising, etc.

COMPETENCIES

- Communication: Excellent oral, written, interpersonal, and cross cultural communication skills; able to move about campus and to interact with students, faculty, staff, and alumni;
- Customer service attitude: The Registrar's Office seeks to serve the student as the institution's most important customer;
- Strong organizational and administrative skills: Critical component is keeping accurate academic records;
- Initiative: A willingness to take on responsibilities and challenges;
- Dependability: Reliable, responsible, and fulfills obligations;
- Attention to Detail: Attentive to detail and thorough in completing work tasks;
- Multi-task: Ability to work on multiple tasks, ability to prioritize;
- Solution-minded: Ability to use logic, reason, and creativity to generate and evaluate solutions;
- Confidentiality: Must be able to exercise discretion and confidentiality with student affairs;
- Flexibility/adaptability;



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- Critical thinking, process centric;
- Technical aptitude
- Time management

EDUCATION & QUALIFICATIONS

- Bachelor's degree preferred;
- Minimum 2-3 years related experience
- Proficient in MS Office 365;
- Expert level competence in database applications

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT

- This is a full-time position at 37.5 hours per week. Some evenings & weekends are required.
- The Assistant Registrar will be located primarily in either Winnipeg or Otterburne, flexible according to the needs of the applicant. Regardless, the applicant should be prepared to work infrequently at the other location. Onboarding will occur in Otterburne.

APPLY

Submit a cover letter and resume by email to:

Niklaas Schalm, Registrar
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: August 19, 2024, flexibility with later start date if needed.



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Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from women and members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.