



PROVIDENCE

ADMINISTRATIVE ASSISTANT TO THE REGISTRAR

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 Administrative Assistant to the Registrar supports the general operations of the Registrar's Office. They function as the recording secretary for the committees which the Registrar chairs and maintain various documents within the Registrar's Office.

SUMMARY OF DUTIES AND RESPONSIBILITIES

GRADUATION COMMITTEES

- Prepare agendas and minutes for the committees
- Assist in completing the tasks designated to the Registrar's Office

ACADEMIC COMMITTEE

- Prepare agendas and minutes for the committee
- Communicate with students regarding questions from the committee
- Solicit input from relevant internal stakeholders
- Communicate results of appeals to students, and inform relevant staff of any effects to be implemented

ACADEMIC CALENDARS

- Update the Academic Calendars each year
- Edit the website to reflect changes to policy

INSTITUTIONAL PLANNING CALENDAR

- Update the institutional planning calendar each year, and as needed
- Prepare the teaching calendars for each term



PROVIDENCE

ROOM BOOKING

- Oversee the use of room booking calendars by representatives from various departments
- Enter classroom bookings for courses each term
- Prepare room schedules and post them on classroom doors

CUSTOMER SERVICE

- Provide helpful direction to students or others entering the Welcome Centre seeking information

GENERAL

- Coordinate regular department meetings
- Coordinate the Registrar's personal calendar
- Assist the Registrar in researching industry standards (e.g., fees, policies, etc.)
- Input some student data (SINs, profile pictures, etc.)
- Manage Thesis/Dissertation processes
- Supervise student workers/Field Ed volunteers
- Handle invoices
- Invigilate exams
- Other departmental support as required

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



PROVIDENCE

- 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
- 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

PERSONAL COMMITMENT

- An active 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 Administrative Assistant to the Registrar operates out of the Otterburne location, though may need to visit other locations.

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



PROVIDENCE

Start Date: November 4, 2024.

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.