



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College

Registrar

The Registrar is responsible for managing records of student information, including academic results, financial accounts, and class enrollment. The Registrar develops class scheduling and works collaboratively with other departments. This position reports to the Vice President Academic and Dean.

SUPERVISORY FUNCTIONS: None

Essential Functions of the Job:

- Ensure the accuracy, integrity, and confidentiality of all student records
- Develop, implement, and advise on policies and procedures for enrolment management, database management and other areas of Registrar's responsibility ensuring that these coordinate with policies and procedures of Student Services and Academic Office
- Manage the permanent records retention process (paper and digital) for prior students and alumni
- Create course/class sections and class scheduling on the Student Information System database, considering and balancing institutional, student, program, and faculty requirements
- Ensure the timetable of course offerings/classroom assignments is prepared and posted
- Ensure the exam schedule is prepared and posted
- Participate in the planning of early course registration and course registration days
- Oversee the enrolment process
- Assess transfer credits in consultation with school directors/program coordinators
- Consult on international students' credentials
- Provide students and applicants with timely information relevant to enrolment at Booth UC either directly or by referring them to the relevant resource (Admissions, School for Continuing Studies, Faculty Advisor, Academic Dean, etc.)
- Manage the application process for graduation
 - Ensure that all graduation requirements are met by each graduand
 - Provide confirmation of qualified graduands to Senate for approval
 - Order and prepare parchments and assist with the graduation (convocation) ceremony
- Complete exit interviews for Graduates and students who have withdrawn or been dismissed from the University College
- Propose revisions to the Academic Calendar and to academic policies
- Complete billing and invoicing as applicable for all students and partners
- Assist the Finance office in completion of T2202 forms
- Implement Manitoba student loan policies as stated in the MOU (Memorandum of Understanding)
- Ensure tuition and other student fees are processed and receipted promptly and accurately
- Fulfill the role of Primary Administrator of the US Student Loan Program



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Database Management

- Manage the Student Information System and ensure maximum utilization of the system including deploying new features and training faculty, staff, and students on its use
- Develop, prepare, and distribute statistical reports for internal and external use, including Statistics Canada and other relevant organizations
- Capture institutional data and prepare and distribute annual institutional Data Book; maintain updates of standardized data definitions and usage
- Work closely with the Vice President Academic and Dean, Vice President Administration, and other key stakeholders to further develop research analytics towards automation and online availability
- Represent institutional data management in various meetings and groups
- Participate as a member of a few academic and organizational committees

Liaison

- Liaise with other educational institutions and academic-related agencies as needed
- Liaise with and support the College for Officer Training Academic Director to ensure that procedures and policies within the articulation agreement relationship are being followed
- Assist students with admission and enrollment processes for cross-listed courses at the University of Manitoba and University of Winnipeg
- Support the Vice President Academic & Dean and School Directors with cross institution relationships

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- Post-secondary degree in a relevant field
- 5 years of progressive work experience including working with sophisticated data management systems and including 3 years of experience in educational setting
- Exceptional organizational and time management skills; able to manage competing tight deadlines and function in a fast-paced, stressful environment
- A critical thinker with effective problem-solving skills
- Ability to take initiative and work independently
- Strong interpersonal, communication and collaboration skills



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2. Assets (Preferred Qualifications)

- Direct experience in a registrar's environment and experience with the student information system Populi would be an asset
- Knowledge of The Salvation Army

(The description of essential functions above illustrates various types of work performed but is not all-inclusive. Other duties may be assigned by your supervisor. Given the nature of the organization and the workload, it is expected that all employees be flexible. Booth University College may revise the job description, title, reporting relationship and job duties.)

This is a full-time position with 37.5 hours per week. In addition to the compensation package, we also provide a benefits package that includes health, dental, and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.

Applications will be reviewed as received, until filled.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World.** This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.