UNIVERSITY OF ST. MICHAEL’S COLLEGE
JOB OPPORTUNITY

This position is covered by United Steelworkers “All Employee” Bargaining Unit

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Associate Registrar</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Office of the Registrar and Student Services</td>
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<tr>
<td>Supervisor:</td>
<td>Registrar</td>
</tr>
<tr>
<td>Hours:</td>
<td>9am to 5pm / 35 hours per week (occasional overtime required)</td>
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<tr>
<td>Terms:</td>
<td>Full-Time / 6 month probation</td>
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<tr>
<td>Salary:</td>
<td>$1,454.36 per week ($75,626.72 annually)</td>
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<tr>
<td>Terms:</td>
<td>Full-Time / Permanent</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>July 12, 2017</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>August 4, 2017</td>
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<tr>
<td>Apply to:</td>
<td><a href="mailto:hr.stmikes@utoronto.ca">hr.stmikes@utoronto.ca</a></td>
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<tr>
<td>Attention:</td>
<td>Human Resources Officer</td>
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<td>(please include position title in subject line of email when submitting resume and cover letter)</td>
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Profile

The University of St. Michael’s College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, “Teach me goodness, discipline and knowledge,” sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael’s College boasts a large and dynamic undergraduate division, an acclaimed Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

Position Summary

Under the general direction of the Registrar and in collaboration with other members of the office, the Associate Registrar is responsible for coordinating effective transition activities for new students, managing the merit based awards program and delivering timely and accurate academic, financial aid and skills development advising and performing various other duties as assigned.

Duties and Responsibilities

Advising

- Advises current students regarding their course enrolment status, registration status, program of study, degree requirements, financial aid and other administrative matters.
- Responds to telephone, e-mail and in person inquiries from current students, prospective students, parents and school officials and provides advice and information.
- Advises and counsels students regarding the consequences of academic probation and academic suspension. Provides confidential advising to students about personal matters which may have an impact on studies.
- Works closely with the Registrar and Student Services on specific advising issues.
- Maintains a high level of knowledge about graduate and professional schools.
- In consultation with the Registrar, provides advice about graduate and professional schools, careers, etc.
College Admissions and Recruitment

- Works with the Registrar to coordinate the department’s participation on and off campus recruitment and information events.
- Oversees the distribution of admission related materials, including offer letters, scholarship notice and residence admissions.
- Organizes annual welcome and information sessions for new incoming students.
- Manages the admission, in-course and graduation awards program with a budget of $500,000.
- In consultation with the Registrar decide on applicants’ suitability for admission to the University of St. Michael’s College.
- Liaise with Office of Admissions and Awards through which all applications to the Faculty of Arts are received. Participates in Faculty of Arts Admissions Committee meetings with the Registrar; liaises with other College Registrars and Associate Registrars about University and Faculty procedures and policies.
- Assists the Registrar with planning and evaluating the College’s recruiting and transition programs, coordinating activities within the University program and supplementing where beneficial. Attending recruitment events may require some travel.

Student Services and Transition Programming

- Assesses and monitors advising capacity within the office.
- Monitors student contact and usage of registrarial services.
- Works with Student Services in the planning and execution of transition and orientation programs for new students.
- Monitors and manages the office non-salary budget.
- Plans and manages a number of events which include overseeing catering, room booking, event set-up, etc.

Other Assistance to the Registrar

- Manages special projects and duties as assigned by the Registrar.
- Responsible for updating content on the department’s section of the USMC website.
- Assists the Registrar in the supervision of office staff.
- Assists the Registrar (and represents in case of absence) on Faculty and University committees on Admissions, Standing, Recruitment, Advisors’ Networks, etc.
- Assists with managing the daily operations of the Office of the Registrar in the Registrar’s absence.

Qualifications/Skills

- University degree. A second degree or further post undergraduate education would be an asset.
- Five years of senior administrative experience within a University or College environment.
- Experience with educational and mission-oriented institutions preferred.
- Knowledge of University student record systems and the University of Toronto in general is an asset.
- Ability to work under pressure, meet deadlines, and work independently is essential.
- Ability to work well with diverse groups in a cross-cultural environment is essential.
- Ability to interpret and apply complex policies and procedures.
- Experience in academic advising or equivalent required.
- Demonstrated initiative; ability to compose brief, clear and correct text in conventional English; organized articulate, conscientious, tactful and diplomatic.
- Good knowledge of the Registrarial process from recruitment to graduation.
• Excellent one-on-one communication is required.
• Independent work habits and organizing strengths, accuracy, excellent advising skills, effective writing skills, ability to handle matters confidentially and discretely, ability to handle frequent interruptions and a variety of overlapping tasks in a multi-task office.
• Strong knowledge of MS Office software, particularly Word, Excel, Access, PowerPoint and social media.
• Working knowledge of Office Outlook, ROSI, Degree Explorer and Course Finder would be an asset.
• Demonstrated experience with public speaking.
• Knowledge of a content management system such as Adobe Contribute would be an asset.
• Evidence of leadership, initiative and excellent follow-through.
• Demonstrated ability to meet deadlines and to work in a results oriented environment.
• Excellent planning & prioritizing to achieve specific goals and deadlines.
• Ability to take initiative, be-proactive-in completing tasks, be flexible to handle a variety of activities concurrently and work outside normal office hours occasionally.
• Ability to exercise judgment particularly concerning confidential matters.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael’s College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca.