



*Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.*

**Job Title:** Assistant Registrar, Advising & Enrolment Services  
Administration

**Position Status:** Permanent, Full Time (35 hrs/week)  
Non-Union

**Department:** Office of the Registrar

**Supervision Received:** Associate Registrar, Advising and Enrolment Services

**Location:** Sault Ste Marie and Brampton

**# of Positions:** 1

PRIMARY FUNCTIONS:		
A.	Operations Management	45%
B.	Academic Advising, Registration and Student Records	50%
C.	Other Duties	5%
<b>TOTAL</b>		<b>100%</b>

Reporting to the Associate Registrar, Advising & Enrolment Services, the Assistant Registrar, Advising & Enrolment Services is a managerial role responsible for overseeing the operations of the Advising and Enrolment Services Office in either the Brampton or Sault Ste Marie campuses.

The candidate for this position must have strong leadership and organizational skills to effectively oversee and optimize the various functions within the office.

As a leader managing a team of Advising and Enrolment staff, ensuring the delivery of high-quality services plays a key role in contributing to students' success throughout their



academic journey. This position presents an opportunity for an individual with a passion for student success and a commitment to enhancing the excellence of our academic community.

#### RESPONSIBILITIES:

##### **A. Operations Management (45%)**

- Manages, mentors, and trains a team of Advising and Enrolment staff to ensure cohesive and effective operations to support students and faculty.
- Delivers training, counsel, direction, and continual performance evaluation to Advising and Enrolment staff to maintain uniformity and precision in enrolment and student record requirements across diverse offices.
- Proposes enhancements in operational and tactical aspects of enrolment and student records services and other academic support services for undergraduate, graduate certificate, continuing education (PACE) and graduate program students.
- Analyses quantitative and qualitative data to evaluate and refine processes and procedures of advising, enrolment and student records.
- Contributes to the development and implementation of strategic plans related to advising, enrolment services and student records maintenance.
- Actively collaborates and contributes insights on critical matters and initiatives, including but not limited to, enrolment procedures, student record processes, and institution-wide student services policies.
- Assists with the preparation of various legislated reporting requirements and other ad hoc data report inquiries
- Actively works to support the professional development of staff members.

##### **B. Academic Advising, Registration and Student Records (50%)**

- Collaborates with academic departments to implement effective advising practices and ensure alignment with university policies.
- Manages academic advising and support services to newly admitted, current, and returning students, as well as university transfer and college students on course selection, degree and graduation completion requirements while paying attention to their career and graduation options.
- Manages the creation and management of students' records to guarantee accuracy, validity and consistency.
- Coordinates the execution of new procedural enrolment and student record changes in collaboration with other departments.
- Oversees processes to confirm the accuracy of issued Algoma transcripts and other documents to ensure compliance with applicable requirements and standards.
- Oversees program and degree audits for students (and faculty) as necessary, ensuring alignment with degree and graduation requirements.
- Performs program and degree audits for students as needed, to ensure that



students are on track to meeting their degree requirements and to support advising requirements.

- Provides strategic recommendations and solutions for academic and procedural matters to students, staff, and faculty.
- Manages electronic grade submissions, revisions, and promptly reports discrepancies to the Associate Registrar, Advising & Enrolment Services for review.
- Periodically audits academic records, addresses discrepancies, and collaborates with the Associate Registrar, Advising and Enrolment Services on annotations for academic standing, progression, and persistence.
- Ensures accurate application of academic decisions for newly admitted students and coordinates petition requests for review by the Academic Regulations and Petitions Committee.
- Collaborates with the Associate Registrar, Advising & Enrolment Services on the process for degree audits for graduating students, ensuring compliance with regulations and program requirements.
- Oversees maintenance of current student records to uphold academic standards, including monitoring compliance with admission conditions for newly admitted students.
- Works closely with Pathways Specialists to support college articulation and transfer pathway activities related to enrolment, advising and student records activities.
- Participates in evaluating and formulating articulation agreements for approval by the University Registrar.
- Participates in committees related to enrolment, advising and student records matters.

#### **C. Other Duties (5%)**

- Fosters a positive and collaborative work environment that encourages professional growth and development.
- Other duties, as assigned

#### **WORKING CONDITIONS:**

##### **Physical Effort**

##### *Minimal*

Some lifting/physical effort required for transportation of materials and setup for school visits

##### **Physical Environment**

##### *Minimal*

Minimal exposure to unpleasant/disagreeable conditions. Irregular hours of work, at times

##### **Sensory Attention**

##### *Considerable*

Work requires a frequent need to concentrate on various sensory inputs for a lengthy duration requiring diligence and attention.



**Mental Stress**

*Considerable*

Deadline driven, with frequent interruptions

**MINIMUM QUALIFICATIONS**

- Undergraduate degree in any field, and a minimum of five (5) years of experience related to academic admission standards, advising services, registration, student records, and institutional articulation in a post-secondary environment, or an equivalent combination of education and experience, is required.
- Strong leadership and organizational skills to effectively oversee and optimize the various functions within the office
- In-depth knowledge of academic practices, academic advising and enrolment management strategies are required
- Thorough knowledge of relevant Canadian data privacy regulations (e.g., FIPPA, PIPEDA) and experience handling confidential information.
- Ability to problem-solve complex issues and offer solutions.
- Demonstrated experience and interest in professional development opportunities offered by such organizations as ARUCC, OURA, and AACRAO
- Familiarity with cloud computing platforms and services including Google Suite and Microsoft Office is required.
- Experience in Colleague (SAS) is a plus.
- Experience and ability to interpret and develop policies based on research (data and trends).
- Excellent attention to detail with a high degree of accuracy.
- Strong written and verbal communication skills.
- Sensitive to cultural differences and ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Excellent administrative and organizational skills with the demonstrated ability to take initiative and prioritize work in a high-volume environment.
- Experience with operation in an unionized environment

**Salary Scale:**      **\$89,622 to \$112,028 annually**

**Please submit a resume and cover letter (combined PDF) to  
[talent.acquisition@algomau.ca](mailto:talent.acquisition@algomau.ca) no later than 4:00 p.m. on April 02, 2024.**



Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.