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, Academic Systems** *Administration*
Position Status:	Permanent, Full-time Non-Union
Department:	Office of the Registrar (RO)
Supervision Received:	Associate University Registrar
Location:	Sault Ste. Marie or Greater Toronto Area, ON
# of Positions:	1

PRIMARY FUNCTIONS:

A.	Systems Coordination, Scheduling & Registration Management	70%
C.	Reporting	20%
D.	Other Duties	10%
	TOTAL	**100%**

The Assistant Registrar, Academic Systems is a key leader in the Office of the Registrar (RO), focussing on providing functional, operational & technical expertise and management of the University's various Student Administration Systems (SAS), and other related business systems.

By leading a team of functional specialists, they will oversee the maintenance of the student administration systems and scheduling. The incumbent will also plan and oversee the implementation of innovative and technical solutions to further service the mission of the RO, and enhance the student experience and the University community as a whole.

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RESPONSIBILITIES:

A. Systems Coordination and Scheduling & Registration Management (70%)

- Oversee and ensure effective functioning and maintenance of the Student Administration System (SAS), including, but not limited to, Colleague, Elevate and ERecruit and related solutions, including troubleshooting programs, and managing system workflow and efficiency.
- Propose recommendations, identify and implement improvements and enhancements to the SAS, and related solutions, through leverage of cross-functional internal relationships, and conducting relevant research.
- Oversee and support the set-up of systems related to admissions, registration, student records, financial aid, configuration setting, and section-specific control.
- Manage system-wide user security settings to ensure appropriate access control for users.
- Plan and implement a long-term strategy related to scheduling and registration, with the University's goals and operational plans in mind.
- Direct the production and maintenance of schedules for students, instructors, courses, laboratories, examinations and instructional space as well as the resolution of course/schedule registration-related issues, conflicts, and constraints.
- Plan and implement the short and long-term development and growth of scheduling and RO technical services to support academic program, faculty, department and university needs.
- Assess and execute team recommendations and solutions to business challenges, and ensure a positive return on investment/cost-benefit analysis.
- Act as the primary liaison between the Office of the Registrar and the Department of Innovation and Technology for all related projects and initiatives.
- Plan, prepare, and monitor departmental budget, in collaboration with other RO team members.
- Assist with the development, update, and maintenance of related RO policies and procedures.
- Collaborate with other administrative units, such as Admissions, Student Advising and Records, Innovation & Technology, and the Financial Aid Office, as required.
- Maintain internal relationships and expectations of service and quality control.

B. Reporting (20%)

- Oversee the planning, implementation, and maintenance of reporting services for internal and external key members of the University community.
- Responsible for the development of functional reports, data mining, and data integrity resolution.
- Liaise with senior staff, development teams, and other key members of the University

community, to ensure analytical and reporting services (including regular data reporting) are valuable, clear, and accurate

- Create and oversee the rollout of training sessions, technical support, and written documentation to end-users, ensuring quality and accuracy.

C. Other Duties (10%)

- Provide day-to-day leadership to team members for all business/project initiatives.
- Other duties, as assigned.

WORKING CONDITIONS:

Physical Effort

Minimal
Work activities require minimal periods of physical effort, requiring a variety of muscle movements with requirements for speed and coordination.

Physical Environment

Minimal
Minimal exposure to unpleasant/disagreeable conditions.

Sensory Attention

Considerable
Work requires a need to concentrate on a variety of sensory inputs for various durations requiring diligence and attention.

Mental Stress

Considerable
Work requires a need to concentrate on a variety of sensory inputs for various durations requiring diligence and attention.

MINIMUM QUALIFICATIONS

- Undergraduate degree in Information Technology or Computer Science, or equivalent, and a minimum of five (5) years of relevant and supervisory experience, or an equivalent combination of education and experience, is required.
- Extensive experience and understanding of the use of relational databases is required.

- Extensive experience with SQL is required.
- Significant understanding of the use of business intelligence tools.
- Excellent knowledge of a broad range of information technologies including, but not limited to, software applications, computer networks, operating systems, and the installation, configuration, and maintenance of computer systems required.
- Excellent knowledge and experience with Microsoft Windows, Office, especially EXCEL, and G-Suite.
- Experience and understanding in the use of student administrative systems
- Demonstrated experience and interest in professional development opportunities offered by such organizations as ARUCC, OURA, and AACRAO
- An eagerness to learn as new questions and situations arise, and to stay up-to-date with current news, system information, problems, changes, and updates relevant to our user community.
- Ability to adapt to new technologies.
- Ability to work in a dynamic environment and participate concurrently on multiple tasks.
- Excellent conceptual, analytical thinking, and problem-solving skills.
- Excellent customer service skills.
- Ability to work both independently and as part of a team.
- Understanding of, and ability to uphold, confidentiality.

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

Please submit a resume and cover letter (combined PDF) to talent.acquisition@algomau.ca no later than 4:00 p.m. on April 26, 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.