

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Associate Registrar, Scheduling & Registration
DEPARTMENT:	Office of the Registrar
SALARY LEVEL:	SL 6
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR (POSITION TITLE):	Registrar

SUMMARY OF FUNCTIONS:

Reporting to the Registrar, the Associate Registrar, Scheduling & Registration supports the academic mission of the University by providing student-centered leadership within the Office of the Registrar. The Associate Registrar, Scheduling & Registration is accountable for a diverse range of university activities relating to scheduling, registration, enrollment, examinations, systems, and records. Collectively, these areas are key contributors to institutional enrollment management.

The Associate Registrar, Scheduling & Registration manages staff engaged in a wide range of activities from front-line student and faculty service to data entry and maintenance of the academic schedule, room bookings, exam administration, course registration, and records. The Associate Registrar, Scheduling & Registration also oversees, administers, and innovates the processes and programs in place to manage these activities.

DUTIES & RESPONSIBILITIES:

TIMETABLING **(35%)**

LEAD THE PRODUCTION OF ACADEMIC SCHEDULES

- Oversee and perform all aspects of course scheduling
- Maintain an up-to-date, expert-level knowledge of Nipissing's academic programs, options, and courses and understand how all elements interrelate
- Develop and maintain systems, processes and policies to allow Deans, Department Chairs and other senior academic administrators to submit and review course offering requests
- Liaise with Deans, Chairs/Directors to ensure the timetable satisfies requirements for faculty teaching, research, and service as determined by the University
- Exercise mastery over several pieces of software, including: Ellucian Colleague, Entrinsik Informer, Infosilem Academic and Infosilem Campus
- Evaluate and authorize requests for changes to the timetable after it has been published
- In collaboration with the Associate Registrar, Advising & Policy to determine the academic year and important dates associated with course registration (term start/end/add/drop, examination dates, etc.)

EXAM SCHEDULING

- Oversee and lead exam scheduling in all courses, ensuring processes and policies are created to ensure students have a conflict-free exam schedule in accordance with the University's Policy on Final Examinations
- Schedule dates, rooms, and supervisors for deferred exams

SPACE ALLOCATION

- Analyze space-utilization information and prepare reports for internal and external use
- Take an active role in discussions and planning for capital expenditures that relate to teaching space
- Allocate and optimize the use of classroom space for all users and approve room change requests, maximizing utilization rates of teaching space while also ensuring that room allocations are appropriate for the size and instructional methods of each course offering
- Manage, in multiple software platforms, an inventory of all available teaching spaces
- Maintain all Infosilem software products used by the institution

ENROLLMENT AND STUDENT RECORDS MANAGEMENT

(25%)

ENROLLMENT ADMINISTRATION

- Lead activities with respect to registration of all student populations
- In collaboration with the Registrar and Associate Registrar, Advising & Policy, enforce University policy with regard to progression and exercise discretion where possible
- Liaise with Deans, Chairs/Directors, and faculty members about course-specific restrictions/permission and special exemptions and exceptions
- Develop, update, and implement institutional policies/protocols/procedures for matters related to registration
- Manage the implementation of all curriculum and program changes that impact course registration in Ellucian Colleague
- Assess student registration challenges; identify problems and tests solutions

STUDENT RECORDS MANAGEMENT

- Oversee the collection, entry, and safeguarding of student data.
- Ensure compliance with rules related to the access and release of confidential data.
- Develop, update, and implement institutional policies/protocols/procedures for issuing Transcripts and Enrolment Verifications
- Determine departmental access to various student system related Colleague screens
- Oversee storage and disposal of physical student records (student files & exams)

DAY-TO-DAY PROJECT OVERSIGHT AND SYSTEMS CONSULTATION

(25%)

- Respond to critical issues during off hours
- Serve as a systems analyst within the Office of the Registrar by designing, developing, implementing and/or modifying and maintaining systems to improve the level and quality of service to students and internal stakeholders
- Evaluate, direct, and fulfill requests for information retrieval and dissemination for Deans, Chairs/Directors, University offices, Canadore College and external stakeholders, as requested
- Respond to inquiries from senior administrators, faculty, support staff and students to clarify university policies and procedures related to registration, scheduling and exams, provide advice, and answer questions
- Attend and participate in a range of committees, including Data Governance Committee and Space Planning Committee
- Prepare and deliver presentations to students, faculty members, and the general University community, as required
- Oversee portions of (and manage revisions to) the Academic Calendar

EXAMINATION SERVICES: OPERATIONS MANAGEMENT AND ADMINISTRATION

(15%)

- Accountable for the integrity of the overall examination process and oversee all processes related to invigilated final exams for the University
- Hire, train, and supervise exam proctors for each exam session
- Responsible for making all decisions related to deferred final examination requests
- Manage the for-profit invigilation services provided to students and external agencies
- Responsible for the exam proctoring budget and approving related expenditures
- Develop, update, and implement institutional policies/protocols/procedures for the scheduling and invigilation of final and deferred examinations

Any other duties as assigned.

QUALIFICATIONS:

Education: Undergraduate degree in an applicable discipline

Training or experience may be substituted for formal academic training.

Training, Experience, Knowledge and Skills Required:

- Minimum three to five years of experience in employee management and development experience as well as progressive senior leadership and/or operations management experience, preferably in post-secondary education
- Strong experience fostering and maintaining relationships within a complex network of stakeholders using good judgment, tact, diplomacy, and discretion
- Excellent analytical and problem-solving skills, with the ability to identify, analyze, and propose solutions and efficiencies) for various business problems and demands
- Excellent technology skills, including Ellucian's Colleague and Infosilum would be an asset
- Excellent oral and written communication and interpersonal skills
- Ability to manage competing demands, and to plan and prioritize effectively.
- Ability to think logically and work methodically to make and defend decisions.
- Strong management skills with the ability to oversee staff, assess performance, and achieve results through collaboration and creativity
- Strong ability to master and apply a large, complex, and ever-changing set of rules and policies
- Strong ability to organize and coordinate multiple tasks and responsibilities in a timely, responsive manner
- Experience with Infosilem scheduling software is an asset
- Experience with other software including Microsoft Office applications, Ellucian Colleague, Entrinsik Informer
- Familiarity with the operations of Nipissing's academic and administrative departments, and student- and faculty-service departments
- Demonstrated ability to work independently, take initiative, and provide leadership to solve problems
- Policy-development experience

RELATIONSHIPS/CONTACTS:

Supervised by: Registrar

Supervises:

- Exam Coordinator
- Systems and Records Technologist
- Scheduling Technologist
- Exam Proctors

Internal Contacts: Faculty, Staff, and Students

External Contacts:

- Canadore College Registrar, Deans, Academic Scheduling Officers
- Individuals at partnership sites
- Enrollment Auditors (i.e. KPMG)
- QECO, OCT, Financial Institutions, Scholarship Trust funds, Insurance companies, etc.
- Infosilem
- Parents/family members of students
- Other Universities

MATERIALS UTILIZED:

- Senate Regulations Policy Document, Academic Calendar, Ellucian Colleague support materials, Infosilem database specifications
- Curriculum Committee/Senate Agendas Reports and Minutes
- Nipissing Collective agreements
- General office equipment

PHYSICAL / MENTAL DEMANDS AND WORKING CONDITIONS:

- Visual/mental concentration
- Light to sedentary demands
- Frequent interruptions due to the wide variety of duties, responsibilities and people supervised.

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date