

Assistant Registrar

Campus of Trinity Western University, Langley, BC



Preparing followers of
Jesus Christ to become
skilled ministry leaders.

About Us

At Northwest Seminary & College, we understand the needs and dynamics of learning to serve skilfully in today's culture. Our degrees allow for in-person, online, distance, and in-context learning. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

Located in the beautiful Fraser Valley of British Columbia on the Trinity Western University Campus, Northwest students are completing degrees from coast-to-coast in Canada, as well as the USA, Central and South America, and beyond.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies and donors. Our vibrant and nimble team of 20 staff and faculty offer an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. We also seek to reflect the gender, cultural and ethnic diversity of the global body of Christ in our faculty, staff and administration. Find out [more about us](#).

The Opportunity

Posting Number: 29	Posting Date: April 26, 2023	Application Deadline: May 12, 2023
Position Status: Full Time	Hours/Week: 37.5	Remote Work: Up to 20%

The Assistant Registrar position is a career building opportunity through which the staff member develops expertise and skill in a wide range of areas related to admissions and registration responsibilities. They will hold responsibility in three main areas:

As **Assistant Registrar** they provide support to the Northwest Registrar's Office in all matters of student records management, scheduling, registration, and records requests along with institutional course/term management and ensuring the integrity of Northwest's academic records and compliance with the standards of the higher education sector. The Assistant Registrar will be fully knowledgeable on all Northwest program standards and requirements.

As **Admissions Assistant** they provide support to the Northwest Admissions Office in all matters of service to prospective students including evaluating applications and academic prerequisites (transcripts), guiding prospective students through the stages of admission, and ensuring a seamless transition from admissions to registration.

As **Learning Event Coordinator** they provide support to the Northwest Dean's Office to organize and publicize learning events, register participants, support event preparation and delivery, and collect feedback for continuous improvement.

WHAT YOU'LL BE DOING

Your work life will include:

As Admissions Assistant:

- Assist the Director of Admissions in supporting applicants through the application and admissions process including connecting with government agencies regarding applicant and student immigration matters, coordinating with partner networks, and assisting with evaluation of admission credentials.
- Provide inquirers and applicants with information on Northwest programs and admissions processes.
- Maintain and communicate information on Admissions in Northwest documents and on the Northwest website.
- Assist in updating and maintaining applicant data and files in Northwest's student information systems.

As Assistant Registrar:

- Assist the Registrar in all matters related to student and alumni records management.
- Assist the Registrar with all student registration services.

As Learning Event Delivery Coordinator:

- Organize and publicize lifelong learning events, CBTE instructional seminars, and other workshops
- Coordinate and track registrations and communicate with participants.
- Support event delivery as needed.

COMPENSATION

Salary will reflect level of experience.

BENEFITS & PERKS

- Extended health & LTD
- Up to 10 health days/year
- Supplementary EI sick benefits
- 3 weeks' vacation
- Christmas holiday shut down
- 5% retirement savings plan
- Trinity Campus Benefits:
 - Library access
 - Gym access
 - Free or discounted courses, workshops, seminars
 - Free parking

About You

You are a committed follower of Jesus, who agrees with the core elements of our statement of faith found [here](#). You are also a team player who is kind, caring and compassionate.

You have the following:

Required	Preferred
EXPERIENCE	
<ul style="list-style-type: none"> • Experience in an Educational Admissions or Registrar setting • Minimum 2 years' experience serving students • Minimum 3 years' experience working as an office professional • Minimum 2 years' experience in data/records management 	
EDUCATION	
<ul style="list-style-type: none"> • Bachelor's degree in related field 	<ul style="list-style-type: none"> • Masters-level education or higher in theology, education, or related discipline
SKILLS	
<ul style="list-style-type: none"> • Proficiency with Microsoft Office suite and other software incl. Google Workspace • Proficiency with information technology • Academic and customer records management • Process development and management • Clear, precise and succinct written, spoken and electronic communication skills • Aptitude for learning new skills and technologies 	

Position Success Traits

- Continuous learning and remaining up to date on current best practices in related field
- Strong customer service orientation
- A sense of calling to educational ministry
- High degree of professionalism, reliability, integrity and discretion
- Emotional and spiritual maturity
- Strong regard for academic standards and academic integrity
- Quality, accuracy & strong attention to details
- Planning / organization skills / time management
- Analytical & critical thinking
- Interpersonal skills and relationship building
- Drive for results / tenacity / bias for action

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number 29** in the subject line, on or before May 12, 2023. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Please note that Northwest conducts criminal background checks for all final stage candidates, and also requires all employees to sign agreement with its statement of faith, either with or without reservations. Since our purpose as a school is to develop leaders for the church, it is very important that Northwest employees are engaged with and connected to a local church. Please let us know in your cover letter which church you are affiliated with, and whether or not you have any reservations about signing our [statement of faith](#). If you do, please let us know what they are.

We sincerely thank all applicants for their interest in Northwest Seminary & College.