**Associate Registrar**

Dominican University College (DUC), established in Ottawa in the 1900, specializes in teaching Philosophy and Theology. In 2012, DUC signed an affiliation agreement with Carleton University. DUC is seeking an individual to fill the full-time permanent position of Associate Registrar.

**Job description**

The Associate Registrar reports directly to the Vice-President of Academic Affairs and the President. The Associate Registrar has a central role in the effective operations of the Registrar’s Office. This person will work closely with the Deans of two faculties, the Registrar’s Office at Carleton University, and he/she serves as a resource to all DUC students.

**Duties and Responsibilities**

* Responsible for admission files and management of student files;
* Manages course registration, course modification and modification of programs;
* Manages the Dominicus Academic Record System (D.A.R.S);
* Processes final grades and transcripts, attestation and all other official documents;
* Manages diplomas;
* Responsible for financial aid programs, such as OSAP, AEF, Student Aid BC, Manitoba Student Aid, etc. In charge of program approval with other provinces;
* Produces reports for internal need and for the government;
* Confirms international students’ registration at DUC with IRCC.

**Qualifications and Competencies**

* Excellent writing and verbal communication skills both in French and in English;
* Must have a bachelor degree in any social science or arts program;
* Experience in a University environment (knowledge of programs, diplomas, structures, etc.);
* Knowledge of Banner would be an asset;
* Computer knowledge: Excel, Word, Outlook/Gmail;
* Skills to manage his/her time, own projects and team work;
* Good sense of initiative.

In your application, please include a cover letter and resume. Submit it electronically to the President, Brigitte Quintal, **president@dominicanu.ca**. This position closes on August 27th, 2021 at 4 pm. Start Date: as soon as possible.

Salary: 50 000$ / year

*All qualified candidates are invited to apply, especially women and members of minorities. However, in accordance with Canadian immigration requirements, priority will be given to Canadian citizens as well as permanent residents. DUC is committed to the principle of employment equity.*