



## JOB DESCRIPTION

**POSITION:** Manager of Admissions and Student Services

**LOCATION:** On site at the campus building in Port Alberni

**REPORTING TO:** Registrar

### MISSION STATEMENT OF PCU-WHS

The University is a statutory, not-for-profit, degree granting institution for the special purpose of disseminating and creating new knowledge including applied research in the fields of workplace safety, health promotion, disability management, rehabilitation and disability leadership studies.

### RESPONSIBILITIES OF THE POSITION

- Responsible for assisting students in the enrollment/admissions process
- Formulates and updates learning plans for students
- Provides administrative support to the Registrar and works closely with the Senior Academic Lead
- Prepares transcripts and certificates for graduates
- Provides detailed information to students with regard to potential courses, programs, and prior learning assessment opportunities
- Provides career planning advice to prospective students and responds to student enquiries
- Responds to all enquiries made by phone or email and follows up with prospective students
- Ensures students are provided with the support they require to successfully complete their studies
- Maintains communication with students and provides information regarding upcoming milestones, course dates, examination dates, end dates, and tracks student progress throughout the students' entire enrollment period
- Responsible for maintaining accurate electronic and hard-copy student records
- Responsible for the publication of the Academic Calendar and updates to the website re course calendar, course dates, etc.
- Assists with student accommodations and course credit transfers
- Notifies students of required textbooks
- Organizes scholarship documents and procedures with the Registrar
- Works with the Registrar to design and develop policies and processes within the University related to the operation of admissions, registration, and records of students
- Responsible for the collection and maintenance of information and statistics required for reporting purposes, internally and externally
- Sets dates for Academic Council meetings and takes Minutes
- Other duties as assigned

### QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree in psychology, social sciences, human services with additional technical training in computerized business systems; graduate degree would be an asset
- Minimum of five years full-time relevant experience working in a Registrar's office in a post-secondary institution or in Admissions and Registration is preferred
- Knowledge of a Student Information System and database management
- Excellent working knowledge of and experience in the use of standard office software (Microsoft Office suite of applications); ability to learn and adapt to new and changing software
- Excellent interpersonal, written and verbal communication skills; well-developed listening skills
- Excellent organizational skills with attention to detail, time management and presentation skills
- Must be well organized, able to handle several tasks at once, able to prioritize, and meet deadlines
- Ability to initiate projects and work with minimal supervision, ability to make and be held accountable for decisions, exercise judgment, demonstrate planning abilities, and to solve problems
- Work in a team-based environment
- Discretion, diplomacy and confidentiality



**Salary Range**

The salary range will be determined based on previous directly related experience.  
The salary range for the position is: \$70,000 to \$90,000

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