



JOB DESCRIPTION

POSITION: Student Services and Records Coordinator

REPORTING TO: Registrar

MISSION STATEMENT OF PCU-WHS

The University is a statutory not-for-profit post-secondary degree granting and research institution for the special purpose of disseminating and creating new knowledge including applied research in the fields of workplace safety, health, disability management, and rehabilitation and disability leadership studies. It is committed to excellence in teaching and research, scholarship and service to the broader community.

RESPONSIBILITIES OF THE POSITION

- Provides administrative support to the Registrar and is accountable to the Senior Academic Leader
- Works with the Academic Council to set meetings and take Minutes
- Controls enrollment in courses, compiles information, verifies and updates the calendar
- Provides advice to students with regard to potential courses or programs, prior learning assessment, and provides prompt and efficient registration services to students
- Provides relevant documentation and information to students regarding upcoming milestones, course dates, examination dates, end dates, etc., throughout the students' enrollment
- Tracking of student progress through the student's entire enrollment period
- Maintains accurate electronic and hard-copy student records
- Responsible for the confidentiality and the security of student records
- Responsible for maintaining academic schedules, admissions, timetabling, calendar publication and updates to the website re course calendar, course dates, etc.
- Responsible for registration, maintenance and security of documentation / records, and tracking of non-academic educational offerings, e.g. continuing professional development modules, seminars, workshops, etc.
- Must remain current with regard to 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 / statistics required for reporting purposes, internally and externally
- Provides mechanism for student evaluation and feedback for all services and evaluates existing service delivery
- Maintains and prepares materials for archiving
- Other duties as assigned

QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree in psychology, social sciences, human services with additional technical training in computerized business systems
- 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



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Position Start Date: As soon as suitable candidate is found

Salary: Competitive salary with benefit package

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