

**Position Job Title:** Admissions and Records Assistant

**Location:** University Canada West

**Reports To:** Registrar

### **General Description**

The Admissions and Records Assistant supports the work of the Registrar's Office in the delivery of efficient and effective services according to established policies and procedures.

### **Primary Purpose**

The Admissions and Records Assistant supports the processing of applications for admission including the creation of student records, communication with other departments, initial screening of documents and creation of records in the Student Information System and other related duties. The Admissions and Records Assistant supports Records and Registration processes by producing official documentation regarding student records, assists with the recording of transfer credit, maintenance of official student records, organizing Convocation ceremonies and other related duties.

### **Specific responsibilities**

Reporting to the Registrar, the Admissions and Records Assistant will at various times assist in the following as well as other related duties, as assigned, to support the business objectives and purpose of University Canada West.

- Work with students, staff and faculty in a professional, courteous and helpful manner
- Provide exceptional service to students while ensuring the work is completed in an efficient and effective manner
- Assist with the processing of applications for admissions, student enrolment, and other related activities.
- Assist with organizing and administering the records, registration and graduation functions of the Registrar's Office
- Maintain accurate and timely student information in both the student databases and the hard copy files to support registration and record keeping requirements
- Produces official documentation for students including: letters of acceptance, official transcripts, confirmations of enrolment, Letters of Permission, etc.
- Assist with the assignment and recording of transfer credit
- Assist with the evaluation all graduation applications, production of official documentation, and communications with students
- Collect, record, maintain and report student records within DQAB and PCTIA guidelines, e.g., grades, registration data, transcripts, and other associated information
- Assist with the review and production of student documentation required for visa and immigration purposes
- Assist with the review, processing and awarding of student scholarships, awards and financial aid

## **Position Requirements**

### **Competencies:**

To be successful an Admissions and Records Assistant, individuals must be committed to developing, maintaining and demonstrating the following:

- Well organized and detail oriented. Ability to perform large volumes of data entry and document production with a high degree of accuracy.
- Excellent oral and written communication skills
- Excellent customer service skills and commitment to quality service
- Demonstrated ability to maintain confidential information
- Ability to work cooperatively with students, faculty and staff
- Ability to exercise mature judgement and initiative
- Ability to work under pressure and to meet deadlines
- Proven ethical and objective decision making and problem solving abilities.
- A demonstrated ability to plan and adapt to change

### **Education and Experience:**

- Degree or diploma from a recognized university or post-secondary institution
- 3 years of related experience at a regulated post-secondary institution in British Columbia

### **Salary Range**

\$38,000 to \$43,000 annually

Please email resumes to [jobs@ucanwest.ca](mailto:jobs@ucanwest.ca)