



ADMINISTRATIVE REGISTRAR

International Education

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OVERVIEW

Reporting to the Director of International Education or designate, the Administrative Registrar is responsible for creating and maintaining the information registry for all students in the International Education program. This program operates in an environment of high volumes of work with constant interruptions and changing priorities. Acts as a team lead in the main International Education office.

POSITION DESCRIPTION

Administrative Registrar

RSEC-1

Responds to enquiries from prospective international applicants, students, parents, agents, staff, or the public regarding academic programs and regulations, procedures, application forms etc.

RSEC-2

Administers the academic application process by: processing admission applications ensuring compliance with program policies and procedures; reviewing forms for completeness and accuracy; following up on incomplete applications; issuing receipts for application fee; initiating student files; and forwarding complete applications to the supervisor for review and approval.

RSEC-3

Issues correspondence related to the programs initial Letter of Acceptance for fee paying students as approved by supervisor; invoices students; and notifies those of non-eligibility.

RSEC-4

Creates and maintains student files for all International programs and enters information into the related databases. Prepares and submits 1701 enrolment data to the Ministry of Education and Child Care.

RSEC-5

Generates letters of correspondence such as the Letter of Acceptance Guarantee; generates and coordinates the notarization of Letters of Guardianship and issues receipts for fees paid as required.

RSEC-6

Generates all fee-paying student invoices and assesses eligibility for student fee

discounts based on established guidelines. Prepares student refund requests based on program policies.

RSEC-7

Advises students of Immigration and Citizenship Canada and the Ministry of Education and Child Care directives and revisions to policy and procedures in relation to offshore, international and out of district students. Submits school documents for legalization/apostille for designated countries.

RSEC-8

Registers students in MSP and third-party insurance, reviews invoices for accuracy, forwards invoices for processing.

RSEC-9

Processes payments and generates receipts; collects and reviews all receipts submitted from clerical staff for accuracy and ensures they have the required supporting documentation attached.

RSEC-10

Composes correspondence, memoranda, reports, forms and email as required.

RSEC-11

Provides support for student trips and excursions and communicates with service providers.

RSEC-12

Provides information for review and approval by the Principal on employment related matters including setting up and maintaining the staff schedule database, verifying CUPE timesheets, and monitoring and editing the weekly absence management system.

RSEC-13

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description.

**QUALIFICATIONS
Administrative Registrar**

EDUCATION	Grade 12 or equivalent, and One (1) year post-secondary Office Administration Certificate or equivalent combination of education and experience; including courses in basic accounting, records management and computer skills. (Must demonstrate desktop skills including documents, spreadsheets, presentations, web pages, e-mail and bookkeeping skills by passing related district tests)
EXPERIENCE	Two (2) years advanced administrative experience, which includes one or more years of direct experience working in a cross-cultural/ELL setting

<p>KNOWLEDGE OF</p>	<p>Sufficient knowledge of database systems to extract information and create ad hoc reports and desk top expertise in order to provide advice to others using spreadsheet and word processing applications</p> <p>Sufficient knowledge of records management to create, store, and allow retrieval by other authorized employees</p> <p>Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the program/department</p>
<p>SKILLS AND ABILITIES TO</p>	<p>Keyboard at 60 W.P.M.</p> <p>Perform job related mathematical calculations</p> <p>Diplomacy – using judgment and tact when dealing with culturally sensitive issues</p> <p>Patience – effectively using time to resolve issues and allowing others to cooperate in the resolution</p> <p>Establish and maintain effective working relationships with parents, teachers, students and others in a multi-cultural environment</p> <p>PROBLEM SOLVING REQUIREMENTS</p> <p>Prioritize work to ensure that it is managed in a timely manner in a busy environment often under pressure and multiple demands</p> <p>Work well independently and as a member of a team</p> <p>Compose business correspondence for an international audience</p>
	<p>INTERPERSONAL REQUIREMENTS</p> <p>Maintain confidentiality of sensitive information seen or heard</p> <p>Effectively write and communicate orally and the request and convey information in an appropriate manner</p>
	<p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Perform physical and mental activities related to job duties</p> <p>Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment</p>