

## Columbia College Position Description

<p><b>NOTE:</b>  <i>Must; Shall; Will:</i>  <i>Should:</i>  <i>May or Could; Can:</i></p>	<p><b>Clarification of Terms</b>          These words or phrases indicate actions or activities that are <i>essential or mandatory</i>.          This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.          These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.</p>
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<b>Position Title:</b>	Office of the Registrar Administration
<b>Program/Department Name:</b>	Office of the Registrar
<b>Reporting to:</b>	Registrar
<b>Position Summary:</b>	This critical position is created to manage the flow of information coming into, and leaving the Registrar's Office in support of all of the College's stakeholders: students, faculty, administrators, and external stakeholders.
<b>Organizational Structure:</b>	This Registrar Administrator will work in a flat organizational structure consisting of one direct supervisor, a number of program peers and other management specialists. They will operate as autonomously as authorized by their supervisor.
<b>Qualifications and Experience:</b>	This professional will normally have completed a two year diploma, professional training in the field their department specializes in, or equivalent related experience. This should be supplemented with on going training in post-secondary administration and adult education. They will be a highly organized and experienced leader and teamplayer, an effective communicator, possess strong interpersonal skills, be detail oriented, have a keen desire to learn and grow professionally, be open to change and have a strong work ethic. Along with well-developed computer skills, this professional will demonstrate a genuine concern for all prospective and current student procedures, policies and guidelines, committed to the betterment of the department.
<b>Roles and Responsibilities:</b>	<p>For Columbia College to become successful, each of its customers (including staff and students) must succeed. To achieve this requires a clear understanding on everyone's part of their roles and responsibilities as well as a commitment to fulfilling said responsibilities.</p> <p>As you will note in reviewing the list of roles and responsibilities below they consist of two distinct parts. First is a set of generic roles and responsibilities. This is followed by a list of specific roles and responsibilities. The generic roles and responsibilities are included in every position description at the College. The specific roles and responsibilities are specific to this position.</p> <p>All responsibilities listed below will be carried out under the general direction and supervision of your supervisor.</p>

## Professional Code of Conduct

Our success in the workplace is based on how proficient we are at utilizing our knowledge and skills and how effectively we conduct ourselves each day as professionals in satisfying the needs of our internal and external customers, and the goals of our organization. The following list describes many professional behaviours that can help us become more effective. The more skilled we become at applying each of these behaviours, regardless of our position in the organization, the more successful we will become.

### 1.0 Professional Approach and Ethical Behaviour

- 1.1 As a professional, demonstrates pride in their work and is honest, moral, ethical, honorable, trustworthy, and acts with integrity
- 1.2 Is pleasant, polite, punctual, positive, friendly, smiles, and asks how they may help others
- 1.3 Is reliable, responsible, accountable, loyal, engaged, and enthusiastic about their work
- 1.4 Is compassionate, caring, and finds meaning and fulfillment in their work
- 1.5 Tries to be constructive, pro-active, and acts as a protagonist
- 1.6 Contributes to a safe, secure, and environmentally-friendly workplace and world
- 1.7 Views adverse experiences as learning opportunities and recovers quickly from such experiences
- 1.8 Keeps personal bias out of the workplace, does not use profanity, and respects cultural differences
- 1.9 Dresses appropriately for the workplace in a neat, clean, and well-groomed manner
- 1.10 Contributes to the organization via volunteering, coaching, and mentoring others
- 1.11 Is active in their professional association (where appropriate)

### 2.0 Interpersonal Relations and Teamwork

- 2.1 Treats all individuals in an equal, fair, and just manner (does not label, or discriminate against others)
- 2.2 Is a good role model and synergistic team member who is personable, sociable, cooperative, collaborative, has a sense of humor, and is well mannered
- 2.3 Is considerate and sensitive to others needs and uses tact and diplomacy when required
- 2.4 Is respectful, courteous, and sincere (does not belittle, intimidate, or insult others)
- 2.5 Views each client, patient, student, customer, and coworker as a valued customer whose needs must be satisfied before they or their organization can succeed
- 2.6 Is available, approachable, and may develop close personal relations (avoids romantic situations)
- 2.7 Offers support, assistance, is flexible, and helps build a positively connected team and organization
- 2.8 Makes allowances for others mistakes by showing empathy, understanding, and forgiveness
- 2.9 Is open to constructive criticism, and takes responsibility for one's errors by apologizing, and correcting them
- 2.10 Avoids conflicts of interest and respects others' workspace and privacy (e.g. FOIP)
- 2.11 Seeks help from others and offers help to others to become more efficient and effective

### **3.0 Self-Concept and Confidence**

- 3.1 Projects a positive self-concept and feels internally confident, yet does not dominate interactions
- 3.2 Functions well in ambiguous situations
- 3.3 May assume responsibility and leadership when required yet remains humble and gracious at all times
- 3.4 Demonstrates self-efficiency by following through on commitments in order to achieve outcomes
- 3.5 Considers themselves equal to others and demonstrates such in their interactions

### **4.0 Communication**

- 4.1 Demonstrates effective listening, speaking, and writing skills
- 4.2 Helps to keep team members informed of changes in the department and/or organization
- 4.3 Develops more effective ways to improve verbal and non-verbal communication (e.g. tone of voice)
- 4.4 Respects others privacy and confidentiality (does not engage in gossip)
- 4.5 Maintains emotional control and encourages others to do the same
- 4.6 Deals with difficult situations and sensitive issues in a professional manner
- 4.7 Avoids engaging in disagreements and arguments in public. Seeks assistance when necessary.
- 4.8 Follows the organization's technology use policy

### **5.0 Life-Long Learning and Professional Development**

- 5.1 Continues to increase their knowledge and skills to become more competent (e.g. credit courses, workshops, seminars, conferences, professional books, journals)
- 5.2 Shares newly developed approaches based on leading edge research
- 5.3 Monitors changes and makes or recommends needed adjustments
- 5.4 Keeps informed about changes affecting their profession, department, organization, and industry
- 5.5 Acknowledges when they do not know something and seeks to increase their competence

### **6.0 Problem Solving/Decision Making**

- 6.1 Either individually or within a team, identifies work-related and customer-based problems/challenges
- 6.2 Helps others to view problems and concerns as challenges and even opportunities
- 6.3 Seeks input from those affected by work-related or customer-based problems
- 6.4 Is more effective when they actually identify the problem as opposed to a symptom
- 6.5 Assesses and analyzes problems by using such techniques as brainstorming, nominal group technique, Delphi technique, reframing, and lateral thinking
- 6.6 Objectively determines the most efficient and effective solution to each problem/challenge

- 6.7 Tries to make fair and just decisions that contribute to the common good
- 6.8 Effectively implements solutions in a timely manner
- 6.9 Monitors and evaluates solutions and takes further corrective action as needed

## **7.0 Creative Thinking and Innovation**

- 7.1 Is more creative by asking 'why' and more innovative by asking 'what if'
- 7.2 Takes calculated risks and is willing to recommend and/or initiate change

## **8.0 Negotiating or Conflict Resolution**

- 8.1 Identifies customer or employee issues when a conflict first arises by listening to and determining their wants, needs, and concerns.
- 8.2 Effectively uses conflict resolution and problem solving techniques
- 8.3 Effectively negotiates and helps others resolve issues in conflict by focusing on facts and not emotions
- 8.4 Turns to qualified professionals to resolve situations involving harassment, bullying, or violence

## **9.0 Organizational and Time Management Skills**

- 9.1 Practices one-touch policy by taking immediate action to solve simpler challenges (e.g. does not put paper, emails, etc. in piles) and develops a plan to take action on more complex challenges
- 9.2 Uses electronic calendar to plan regularly occurring daily, monthly, and yearly meetings and activities
- 9.3 Maintains an organized office, desk, files, documents, and working environment
- 9.4 Is prepared in advance for appointments and meetings (meeting etiquette)
- 9.5 Sets SMART individual and/or team goals by completing assignments, reports, etc. in an accurate and timely manner (does not procrastinate)
- 9.6 Lets others know if they are unable to meet a commitment, must change a priority, or needs help

## **10.0 Stress Management**

- 10.1 Maintains composure under pressure and draws on their internal strength to succeed during difficult times
- 10.2 Effectively deals with negative situations in a positive manner
- 10.3 Maintains a balance between personal and professional life
- 10.4 Maintains a positive, focused, and more productive environment by reducing negative stress

## **11.0 Leadership Style**

- 11.1 Effectively contributes to the organization's vision, mission, directions, goals, and Code of Conduct
- 11.2 Encourages others to adopt a positive leadership style (does not use threats or punishment)
- 11.3 Stimulates interest and enthusiasm on the part of others and contributes to positive employee morale
- 11.4 Coaches, advises, mentors, and counsels others where appropriate

- 11.5 Motivates others to achieve their intrinsic and extrinsic rewards through recognition, praise, and where possible through empowerment
- 11.6 Brings out the best in others which helps them channel their energy and experience greater satisfaction
- 11.7 Seeks new opportunities or approaches that will increase customer satisfaction, respect, and loyalty
- 11.8 Networks with others outside the organization and builds relationships that will benefit the organization
- 11.9 Bases leadership practice on collective vision, beliefs, as well as professional attitude and values
- 11.10 Builds a sense of shared values that bind others to a common cause and/or direction
- 11.11 Encourages and promotes a culture based on trust and respect

## **12.0 Performance**

- 12.1 Continually seeks new ways to more efficiently and effectively perform their duties and responsibilities which contributes to the financial success of the organization, and as a result, also increases job security
- 12.2 Is committed to continuous improvement in the quality of goods/services their customer/patient/client/student experience
- 12.3 Contributes to the long-term growth and success of the organization by providing such outstanding customer service that current customers refer new customers on an ongoing basis
- 12.4 Firmly believes that only when each internal and external customers succeed, will they succeed'

## **Generic Department Roles and Responsibilities**

### **13.0 Professional Conduct**

- 13.1 Serve as an effective Ambassador of the College.
- 13.2 Promote and foster a supportive student learning environment.
- 13.3 Provide excellent, quality customer service.
- 13.4 Ensure effective, accountable stewardship of student information and institutional resources.
- 13.5 Promote awareness and understanding of institutional policies and procedures, ensuring accurate interpretation and fair and equitable application.
- 13.6 Demonstrate knowledge and competence in job-specific duties.
- 13.7 Demonstrate a willingness for continual improvement and professional growth.
- 13.8 Demonstrate a sense of ownership for their position and responsibilities.
- 13.9 Demonstrate a knowledge or familiarity of other schools and industry expectations for employment.

### **14.0 Management Style**

- 14.1 Appropriately delegates responsibility to others (as needed).
- 14.2 Seeks input and feedback prior to making decisions that affect others.
- 14.3 Works with others to improve department and organization effectiveness.
- 14.4 Constantly seeks newer, faster, better and more effective ways to achieve results.
- 14.5 Continually works at improving quality of program/department and organization.
- 14.6 Is accurate and attends to detail.

## **15.0 Goal Setting and Teamwork**

- 15.1 Provides input for realistic, measurable, challenging and achievable annual goals.
- 15.2 Provides input for a variety of short term goals in order to achieve annual goals.
- 15.3 Involves team members in setting goals.
- 15.4 Assists to constantly monitor progress in goal attainment and keeps relevant others informed.
- 15.5 Identifies hurdles to goal achievement and takes corrective action.
- 15.6 Encourages team members to share ideas and concerns related to program/department goal achievement.
- 15.7 Is focused and committed to achieving goals and success.

## **16.0 General Management**

- 16.1 Assists in the hiring process by utilizing the organization's staff selection documents.
- 16.2 Attends and/or conducts team meetings as required.
- 16.3 Continually helps other team members become more effective.
- 16.4 Continually strives to maintain and improve morale of others.
- 16.5 Keeps his/her supervisor informed of serious matters.

## **17.0 Business Planning, Budgets, and Corporate Reporting**

- 17.1 Assists in providing accurate and timely documents and reports.
- 17.2 Assists in effectively managing approved expenditures.
- 17.3 Assists in achieving or exceeding enrollment/revenue goals.
- 17.4 Assists in achieving or exceeding customer satisfaction goals.
- 17.5 Assists in achieving or falling below expense goals.
- 17.6 Contributes to effective marketing plans for the program/department.
- 17.7 Assists in developing an effective yearly planner for program or department.
- 17.8 Helps train and develop highly effective team members.
- 17.9 Helps maintain up to date program/department policies, procedures, forms and documents.
- 17.10 Helps contribute to an effective program/department and college calendar.
- 17.11 Helps contribute to the annual review of the customer satisfaction survey results.
- 17.12 Helps prepare reports to supervisor and accreditation, licensing (and/or sponsoring, contracting), authorities.

## **18.0 Service Delivery and Development**

- 18.1 Continually assess the effectiveness of each department service.
- 18.2 Works with team members to improve the effectiveness of the department.
- 18.3 Helps to make changes to the department in response to the changing needs of employers, receiving institutions, and students.

## **19.0 Student/Customer Focus**

- 19.1 Helps to maintain up-to-date and accurate student transcripts, records, reports and files.
- 19.2 Helps to monitor individual student progress and ensures appropriate counsel is provided.
- 19.3 Helps to continually monitor and improve the satisfaction level of students.

- 19.4 Helps to ensure the provision of needed assistance to each student in obtaining employment or acceptance into an educational program.
- 19.5 Helps to constantly improve the success of college graduates.

## **20.0 Convocation Ceremonies**

- 20.1 Assists with leadership as it relates to convocation ceremonies.
- 20.2 Assists with the preparation for the annual convocation ceremonies for entire college.
- 20.3 Assists with development and implementation procedure and policies for convocation.

## **Specific Roles and Responsibilities**

### **21.0 Provide Regular Registrar's Office Duties:**

- 21.1 Clarifying student information and service needs through effective listening and proactive assessment.
- 21.2 Provides accurate information regarding College policies and procedures as they relate to the Registrar's Office
- 21.3 Responds accurately and in a timely manner to all inquiries (in-person, by telephone, mail or e-mail)
- 21.4 Ensures that all "relevant" correspondence with stakeholders is recorded and maintained in the appropriate location.
- 21.5 Demonstrates an ongoing connection with the changing needs of the employers and industry trends as they relate to and impact the effective running of the Registrar's Office.
- 21.6 Oversees the management of course registration.
- 21.7 Provides Tech Support with lists of new students.
- 21.8 Collecting and inputting final grades for professional programs and UPREP into CRS.
- 21.9 Oversees the updating of the Event Centre in CRS.
- 21.10 Assists with Registrar's Office special projects as needed.

### **22.0 Provides Back-Up Support:**

- 22.1 Provides regular back-up support for the front administration area during peak times as well as for sick days and holidays.
- 22.2 Provides back-up support for the Pre-Career Unit of Student Services during high volume and renewal times.
- 22.3 Provides back-up support in the library when requested by the Registrar.
- 22.4 Provides backup assistance and support to the Registrar and Registrar's Office.

### **23.0 Performs Document Control Duties**

- 23.1 Oversees the updating of document control corporate documents and the notifications of changes to applicable stakeholder groups.
- 23.2 Oversees the updating of Registrar Office documents and the notifications of changes to applicable stakeholder groups.

### **24.0 Customer Service Satisfaction Surveys**

- 24.1 Oversees the management customer service satisfaction surveys.

## **25.0 Copyright Licensing**

- 25.1 Oversees the maintenance and updates Video Licensing.
- 25.2 Oversees the maintenance and updates Copyright Licenses.

## **26.0 Mobius Responsibilities**

- 26.1 Oversees the management of semester end file closures.
- 26.2 Oversees the management of mid-term and semester end progress reviews/mark entry.
- 26.3 Oversees the management of marking students in attendance (putting plan items into progress).

## **27.0 File Room Management**

- 27.1 Oversees the management of the file room.
- 27.2 Oversees the management of record purging.
- 27.3 Management of ARC lists and files.
- 27.4 Other record control responsibilities.

## **28.0 Other Responsibilities**

- 28.1 Oversees the management on running Information Sessions for Pre-Career programs.

## **29.0 Performs other “related” duties and responsibilities as required.**