EMPLOYMENT OPPORTUNITY

SERVICE AREA: **Post Secondary**
DEPARTMENT: **Old Sun Community College**
POSITION: **Registrar**
WAGE: **Wage based on Education and Experience**
TERM: **Full Time**
DATE POSTED: **September 24, 2026**
DEADLINE: **October 6, 2026**

General Statement of Duties

The Registrar is responsible for all student records for all programs which fall under the administration of the College, including records for students enrolled in adult high school upgrading, university and college courses and in off-campus programs.

Supervision Received: Reports to the Academic Dean

Supervision Exercised: Supervises the Registrar Clerk

Duties and Responsibilities: Duties include but are not limited to the following:

- Plans, organizes and co-ordinates registration activities and academic records.
- Maintains and updates files on all Old Sun Community College students.
- Takes responsibility for continued liaison between Alberta Learning and the UCEP Program with regard to reporting procedures.
- Is responsible for ongoing monitoring of student grades and absences, probation and withdrawals, according to policies set by the College.
- Has ongoing communication and co-ordination with external educational institutions providing services to Siksika students.
- Does some accounting related to student financing.
- Assists Post Secondary department when required.
- Negotiates with other educational institutes for purchase of courses.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities:

- Must have excellent communication and interpersonal skills as well as great organizational skills.
- Must know how to set up, organize, maintain and analyze records.
- Must be able to identify and address analytic problems independently as well as adopt a team approach.

Education and Experience:

- Bachelor's of Education required.
- Must have at least 2 years experience as a Registrar or in another administrative position.
- Must have experience with a computerized student information record system, and other computerized systems of maintaining data.

OTHER FACTORS:

- Must be familiar with Siksika language, culture and history;
- Must have respect for Siksika cultural traditions and ensure its inclusion within the overall curriculum of the Old Sun Community College;

WORK ENVIRONMENT

- General office environment, normal amount of lifting, carrying or climbing that is inherent in most office jobs.
- Expectations of professional conduct during office hours and a positive attitude toward community at all times.
- Works with a team at varying capacities and also must be able to work independently.

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All applicants must include the following:

1. Diploma/Certificates and or/other pertinent related documents.
2. Clear Criminal Record Check.
3. A valid driver's license
4. A list of three people who will be sending letters of reference directly to OSCC

Please Note: Only **complete** applications will be considered. OSCC wish to thank all applicants and advise that only those candidates will be selected for an interview will be contacted.