

POSTING NOTICE

COMPETITION #: SC-214-2526
POSTING DATE: March 10, 2026
CLOSING DATE: March 19, 2026
CLOSING TIME: 12:00 PM
POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Coordinator, Admissions & Registration
PROGRAM AREA: Admissions
CLASSIFICATION: Field
SALARY: Level 7, Non-Instructional Salary Grid
LOCATION: Melfort, SK or Tisdale, SK – to be determined based on the successful applicant
TERM: March 30, 2026 to March 29, 2027
HOURS OF WORK: 37.5 hours per week
STATUS: Term / Full-Time
IMMEDIATE SUPERVISOR: Rebecca Cross, Manager, Post-Secondary Education & Admissions

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

Under the supervision of the Manager, PSE & Admissions this position is primarily responsible for the coordination of the Admission and Registration department including the implementation, training and maintenance of the Student Information System for the College. This position will supervise staff members associated with the Admission and Registration department.

JOB DUTIES AND RESPONSIBILITIES:

1. Program Planning, Promotion, and Coordination:

- Coordinate the planning, implementation and maintenance of the Student Information System, which includes data preparation, data validation, system testing, tracking, analysis, and maintenance of the system.
- Maintain collaborative working relationships with all internal and external partners engaged with the Student Information System and the admission and registration department.
- Work collaboratively with internal College departments to document current and future state business processes, which will support the integration of standard practices.
- Research and analyze processes and procedures to ensure data integrity, as well as ensuring reporting requirements and needs are met to support future growth and system enhancements.
- Create training materials, prepare training plans and proposals, create user guides and reference documentation, participate in and deliver training, and respond to identified training needs.
- Develop, balance, coordinate and monitor budgets and expenditures.
- Ensure admissions and registration reporting is accurate, timely and meets the Colleges, and external stakeholder needs.
- Participate in the recruitment and selection process for Admissions and Registration staff as required, ensuring posting and contract requests are forwarded to the appropriate administrative office.

- Assist with the marketing plan for College and program promotion; ensure the Marketing department has proper information to prepare advertising; ensure required information is distributed to College staff or external partners and stakeholders as needed.
- Provide admission and registration information to learners, training partners, and the general public through phone conversations, e-mail, fax, in-person meetings, and class visits.
- Promote the College at career fairs, trade shows, secondary schools and to the general public.
- Work with the Post-Secondary Education and other College departments on program capacity, selection process, student recruitment and other items pertinent to Admissions and Registration.
- Consult with all College staff, specifically Managers of Post-Secondary Education, Corporate Training, Marketing and other departments as required.
- Support and advocate, to all staff and external partners, process and procedure that allows for equitable and fair admissions for all learners.

2. Monitor:

- Provide effective supervision of staff reporting to this position (if applicable), ensuring all staff receive ongoing orientation, evaluation, and support. Ensure that all staff supervised have developed work plans, professional development plans, and updated job assignments.
- Ensure regular monitoring and evaluation of the Student Information System.
- Address admission and registration issues as required, referring more complex issues to the Manager.
- Monitor budget expenditures, amend budgets if required.
- Ensure that College policies, procedures and the Collective Bargaining Agreement are followed where applicable.
- Participate in evaluating department processes, procedures and systems to meet all stakeholder needs.
- Provide timely oral and written reports to the manager, funding agencies, and other partners as required.
- Provide timely follow-up documents for Admissions and Registration department as required.

3. Communications and Decision Making:

- Communicate effectively with project managers, staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public.
- Ensure specific training requests are fulfilled or referred to the appropriate college personnel.
- Ensure databases and systems utilized in the Admissions and Registrations department are current and accurate.
- Participate in meetings and discussions with stakeholders such as co-workers, learners, agencies, government departments, business and industry, educational institutions, and indigenous organizations.
- Participate in team-based decision making by applying creativity and independent judgment. These decisions are made in order to resolve, adapt, develop solutions and recommend changes and/or to introduce new procedures and practices related to the Student Information System, reporting, or the Admissions and Registration department.
- Provide creative approaches to solving training and services problems and developing solutions.

4. Additional Duties:

- This position will be required to travel on occasion; most travel is within the geographical area, with few overnight stays necessary. Some provincial travel may be required.
- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is a relevant bachelor's degree; an equivalent combination of related experience and post-secondary education may be considered. This education would typically provide knowledge in program development, business operations, needs assessment,

budgeting, proposal writing, supervision, leadership, and analytical and research skills. The minimum amount of practical, related experience required to perform the duties of this position is two years in a similar or complementary supervisory position.

- Demonstrated experience working independently while managing multiple projects and tasks to successfully meet objectives and deliver results.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Demonstrated technical skills and proficiency in the use of computer applications, including communication technologies, spreadsheets, word processors, internet usage and other applications with a focus on Microsoft Office, and the ability to create documentation and share files.
- Demonstrated oral and written communications skills.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated supervisory and leadership skills.
- Demonstrated change management.
- Demonstrated interpersonal skills and the ability to work in a team.
- Demonstrated analytical and problem-solving skills.
- Demonstrated organizational skills with a high level of attention to detail.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds.
- Demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Ability to travel as required by the position.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. Other Requirements

- Valid Saskatchewan Driver's license is required.
- Satisfactory Criminal Record Check is required.