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## POSTING NOTICE

**COMPETITION #:** SC-226-2526  
**POSTING DATE:** April 16, 2026  
**CLOSING DATE:** April 27, 2026  
**CLOSING TIME:** 12:00 PM  
**POSTED:** INTERNAL / EXTERNAL

**POSITION TITLE:** Registrar  
**PROGRAM AREA:** Admissions & Registration  
**CLASSIFICATION:** Field  
**SALARY:** Level 6, Non-Instructional Salary Grid  
**LOCATION:** Melfort, SK or Tisdale, SK – to be determined based on the successful applicant  
**TERM:** May 4, 2026 to May 4, 2027  
**HOURS OF WORK:** 37.5 hours per week  
**STATUS:** Temporary / Full-Time  
**IMMEDIATE SUPERVISOR:** Rebecca Cross, Manager, Post-Secondary Education & Admissions

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

Under the supervision of the Manager, Post-Secondary Education and Admissions, the Registrar is primarily responsible for the coordination and implementation of registration services, including all aspects of the Student Information System (SIS), data management, student marks and transcripts, registrations, staff training, and system maintenance and modification. This position is also responsible for student admissions, statistical reporting, and student assistance programs.

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Student Assistance Programs:
  - Verify enrollments for Canada Student Loans, provide signing authority, and provide appropriate notification regarding student discontinuation, and other records as required.
  - Institute all administration associated with other forms of student assistance, including scholarship programs.
2. Student Information Systems:
  - Responsible for the operation of One Client Service Model (OCSM) SIS including data management, database report writing, generating queries for information, generating student enrolment and discontinuation information, provide statistical reports as required, generation of class lists as required, and generation of student demographic information for all credit and non-credit programming.
  - Ensure data integrity on the OCSM system by performing periodic data checks.
  - Ensure accuracy of financial information on all student information systems by reconciling records with other college staff, Finance, Accounting, or Ministry.
  - Provide and analyze statistical reports as required for monthly management reports, strategic enrollment management initiatives, quarterly reports, reports to the Board, annual reports, business plan reports, and all other statistical reports as required.
  - Responsible for student records in the OCSM system, including information related to student assistance programs, student marks, transcripts, tuition, etc.
  - Implement and execute the coordination of centralized student files and digitization of files.
  - Determine data requirements for SIS and provide continual analysis of the system to ensure the College is using the SIS to its potential and to ensure data integrity.

- Update and maintain SIS procedures manual.
- Provide necessary staff training related to the SIS.
- Develop and maintain appropriate internal controls for the effective and efficient administration of the system, including those required for the administration for data at sites outside the main office.
- Act as College liaison and contact for all matters concerning the OCSM SIS, including providing College representation on provincial committees as required.
- Maintain and implement current business rules, definitions, and procedures related to T2202s.
- Ensure proper issue and distribution of T2202 tax receipts.
- Learn and manage any new SIS system the College uses.

### 3. Admissions

- Responsible for overall student admissions process, assisting student inquiries, eligibility determination, etc.
- Lead student enrollment processes and planning.
- Implement and execute an extensive system test plan prior to each registration period to ensure all registration set up is accurate and will be smooth and efficient for all students.
- Process and accept applications, acceptances, marks, transcripts and withdrawals for domestic and International students.
- Ensure courses are properly loaded into the system in advance of the timetabling process and the opening of web registration;
- Test new efficiencies, system upgrades, changes to programming, and Web Registration processes.
- Maintain official student files required to fulfill the College obligations as an academic institution.
- Provide analysis and input into College policy and procedures as it relates overall systems and procedures for the department.
- Develop, collect, and assess student achievement records to create a list of potential graduates for review by the supervisor.

### 4. College Policy and Procedures:

- Provide input into College policy and procedures as they relate to student registration, admissions, student records, and student financial assistance programs.
- Provide analysis and input into College policy and procedures as it relates to the use of OCSM and the Freedom of Information and Privacy Act, and other legislation as it may apply.
- Establish and maintain a system of official student files required to fulfill the College obligations as an academic institution. Work cooperatively with the program and administrative staff in the development of effective procedures to ensure the accuracy, completeness, and confidentiality of student records.

### 5. Other General Duties:

- Other duties as assigned.

## **QUALIFICATIONS:**

### 1. Education and Experience:

- The minimum educational qualification for this position is a relevant two-year post-secondary Diploma or equivalent. This education would provide knowledge of computer applications, particularly in advanced spreadsheets, and in the operation of databases, including the ability to write reports using various report tools.
- The minimum amount of practical, related experience required to perform the duties of this position is two years in business operations, records management, or a related field.

### 2. Knowledge, Skills, and Abilities:

- Demonstrated knowledge and expertise in advanced computer skills including spreadsheet and database applications. This includes an understanding required for writing reports on a database.
- Proven self-management and organizational skills which allow the handling of multiple projects at the same time, while ensuring accuracy and timeliness.
- Demonstrated ability to work independently and prioritize work according to the needs of the organization.
- Demonstrated ability to work as part of a team in assisting the organization to accomplish its goals as identified by the strategic planning process.
- Demonstrated written, oral, and listening communications skills, and ability to work effectively with staff.
- Ability to embrace cultural diversity and work in a cross-cultural environment.
- Demonstrated ability to make sound recommendations to management in matters concerning OCSM and College business operations.
- Demonstrated ability to problem solve and make sound decisions.

- Must be prepared to schedule hours of work according to the demands of the position, including weekends and evenings if necessary.
- 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 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.