



GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: College Registrar

Department: Nunavut Arctic College

Community: Iqaluit

**Reference Number: 051-07062024-
COLLREG-01815**

Type of Employment: Indeterminate (If there is no successful Nunavut Inuk this position will be offered as a 3 year term

Salary range: \$104,809 to \$118, 939 per year, 37.5 hours/week

Northern Allowance: \$16, 008 per year

Union Status: Excluded

Housing: Subsidized Staff Housing is Available

Closing date: June 7, 2024 @ 11:59 p.m. eastern time

The Government of Nunavut was selected as one of Canada's Best Diversity Employers, Top Employers for Young People and recent graduates in 2022. With one of the fastest growing and youngest populations in Canada, Nunavut is a dynamic, vibrant territory, committed to becoming an even better place for future generations. As a government, we are strengthening our unique model of governance - one that integrates Inuit societal values, promotes use of the Inuktitut language, achieves a representative public service, and collaborates with partners to achieve the promise of Nunavut. Successful applicants will enjoy a competitive salary, medical and dental benefits, a defined benefit pension plan, relocation privileges and opportunities for training and career advancement.

Under the guidance of the Director of Learner Services, the College Registrar is responsible for the management of all administrative and operational functions of the Office of the Registrar. The College Registrar ensures the integrity, accuracy, and security of all academic and curricular records, facilitates effective student registrations and enrollment, and maintains up to date course and program timetables, class and grade rosters. student financial records, and student statistics. The College Registrar is responsible for the issuance of annual tax receipts and Access to Information and Protection of Privacy (ATIPP) requests for student records. The College Registrar is responsible for advising faculty and staff on academic matters and interpreting and ensuring adherence to Nunavut Arctic College policies and procedures.

The Registrar directs and manages all College Registration and Student Records functions across the College by establishing directives, assessing and documenting the need for programs by preparing, maintaining and distributing reports, statistics, recommendations, briefing notes and other documents required by Program Coordinators, Directors, Senior Managers, the Chief Finance Officer and Deputy Minister of the College. The Registrar also ensures registration and student record administration meets professional standards established by Nunavut Arctic College. The Registrar will supervise the day to day functioning of the Curriculum Management System (CMS)

If you are interested in applying for this job, please email your cover letter and resume to nac.hr@arcticcollege.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.



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and the Student Records Systems (SMS). The College Registrar is also responsible for directly managing three staff throughout the territory.

Successful applicants are required to have the following:

- Undergraduate degree in Management studies Information Systems, Business, administration, Education or related field. and have a minimum of two (2) years of related experience, including 1 year of supervisory experience.
- Fluency in Inuktitut would be considered an asset.

An acceptable combination of education and experience may be considered.

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