



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification:	Office – Level 4	Title:	Assistant Registrar
Location:	Frontier Mall - North Battleford	Competition #:	91-BC-2526
Date Posted:	November 25, 2025	Closing Date:	December 8, 2025 at noon
Start Date:	ASAP – December 18, 2026 Full-Time, Term Monday – Friday 8am Start	Salary Range:	As per the Collective Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Registrar, the *Assistant Registrar* provides administrative support to the Registrar through accurate data entry into the One Client Service Model (OCSM), the College Student Information System (SIS), and the financial system. Responsibilities include generating reports, following up on applications, monitoring enrollment and program status (including cancelations), and performing other associated tasks. All duties are carried out in alignment with the principles of the Indigenization Charter.

This position is located in, and works out of, the Frontier Mall location and provides reception support for the facility.

The Assistant Registrar is responsible for:

- Provide accurate, timely, and factual information when answering telephone inquiries from clients, and provide assistance to clients/sponsors in the selection of programming and/or training to meet their needs and schedules.
- Receive and process student registrations through in-person, telephone, or other communication methods, including those for sponsored students, ensuring accuracy and adherence to registration procedures.
- Proactively contact applicants to support the completion of their application by collecting outstanding or required documentation, answering questions, and providing guidance throughout the enrollment process. This includes delivering a high standard of customer service to ensure a positive and seamless experience for prospective students.
- Ensure accurate, up-to-date, and consistent data entry into the student information and financial data related to all aspects of the registration process, including applications, academic records, and fee information.
- Provide support to the Registrar in the registration process, including assisting with the generation and preparation of reports for internal and external reporting purposes.
- Assist with monitoring International Student enrollment and support compliance reporting for all eligible programs.
- In collaboration with the Finance Department, receive and process requested student refunds, ensuring accuracy and adherence to registration procedures.
- Under the direction of the Registrar and, when necessary in collaboration with the Student Services team, assist students in navigating the process of securing student loans (or other forms of financial aid) by providing guidance, information, and administrative support.
- Communicate with students and third-party stakeholders using phone, email, and templated messaging, including the creation and distribution of letters through mail merge and email merge as part of the registration process and other related communications.
- Update, maintain, and manage Excel spreadsheets.
- Digitalizing of student files.
- Administrative duties as needed.
- Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- A one-year post-secondary certificate in administration or business applications from a recognized institution.
- Two years recent and related experience in an office administration support function.
- Demonstrated competence and recent experience in the using technology such as Zoom, Teams, Microsoft Office Suite products (including Outlook) Internet applications, and, with the ability to quickly learn and adapt to new or evolving technology.
- Demonstrated working knowledge of database program applications and ability to establish, manipulate and prepare data.
- Demonstrated advanced level ability to accurately, timely and concisely compose, record, proofread and/or edit a variety of written materials using correct spelling, grammar and punctuation, to ensure accuracy in their work.
- Knowledgeable in all areas of office practices and procedures.
- Interpersonal skills that maintain the integrity of the position.
- Demonstrated effective communication skills, and public relations & public speaking skills.
- Demonstrated skills in collaborative problem solving, research, analysis, and accountability within a team setting.
- Demonstrated ability to plan, organize, schedule, and prioritize work considering frequent interruptions, conflicting and changing priorities in order to meet tight deadlines.
- Leadership ability to identify the need for development and modification of procedures to improve consistency, efficiency and effectiveness, and to ensure compliance.
- Punctuality is essential because the position must consistently arrive on time to ensure reliable oversight and coverage for reception desk responsibilities.
- Critical thinking skills.
- Must possess a valid Saskatchewan Driver's License.
- Must be bondable.
- A satisfactory criminal records check is a condition of employment with North West College.

If you are interested in this position with the College, please complete an Application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

Submit Applications to:

Human Resources
 North West College
 10702 Diefenbaker Drive
 North Battleford SK S9A 4A8
 Fax: 306.445.2254

Please Quote Competition #91-BC-2526

NWC thanks all those who applied, however, only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca