



Admissions and Registration Officer – (Temporary) – Competition #8-2024-25– Swift Current Campus

Under the supervision of the Manager of Admissions & Student Services, this position is primarily responsible for the operation of SIS, including data management, database report writing, generating queries for information, generation of student enrolment and discontinuation information, generation of class lists as required and student demographic information for all credit and non-credit programming. The Admissions and Registration Officer will demonstrate expertise in advanced computer skills including spreadsheets and database applications. This includes a basic understanding of computer programming as required for writing database reports.

Start Date: August 1, 2024

End Date: January 31, 2025

FTE: 1.0

Qualifications

Candidates must be able to demonstrate:

- The minimum educational qualification for this position is a relevant, two-year diploma or academic equivalent. This education would typically provide knowledge of computer applications, particularly in advanced spreadsheets, databases and the ability to write reports using various programming languages.
- The minimum amount of practical, related experience required to perform the duties of this position is two years in business operations, records management, statistics, project management or another related analytical field.
- Proven self-management and organizational skills, which allow the handling of multiple projects at the same time, while ensuring accuracy and timeliness.
- Excellent written, verbal and listening communication skills.
- Excellent interpersonal skills.
- Ability to analyze, and interpret information to determine an appropriate course of action.
- Ability to work independently and as part of a team and prioritize work according to the needs of the organization.

A complete job description and competencies for this position can be found on the Great Plains College [website](#). For additional information, contact Sara Sletten, Manager of Admissions & Student Services, at 306-778-5470.

Send resume and cover letter, quoting competition #8-2024/25 to: gpchr@greatplainscollege.ca.

Applications received prior to 4:00 pm on August 2, 2024 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.