



Vancouver College, an independent Catholic School for boys located in Vancouver, has an opportunity for a **REGISTRAR** to oversee managing all prospective student applications and current student re-registrations.

This opportunity will appeal to a candidate with strong computer skills (Word, Excel, PowerSchool or a similar student information management program), superior written and verbal communication skills and excellent multi-tasking and time management skills.

The **REGISTRAR** will report directly to the Business Manager.

Key Responsibilities:

- *Registrar*
 - Responsible for processing, recording, maintaining & renewing all applications
 - Responsible for yearly re-registration of all current students
 - Responsible for notifying and registering new students and corresponding regarding registration information for government visa's, etc.
- *Executive Assistant to the Principal*
- *Graduation Coordinator*
- *Special Events Coordinator*

Required Experience / Skills:

- Post-secondary education
- Accurate data entry and record-keeping skills
- Superior written and verbal communication skills
- Ability to work well with others (team player)
- Confident and professional
- Willingness to improve and adapt new strategies and applications as need arises
- Excellent telephone and email manner

Application Process:

Please submit résumé by **Tuesday, April 30th, 2019** to:
Kelly Lattimer, Business Manager – Vancouver College
5400 Cartier Street, Vancouver, BC V6M 3A5
Email: klattimer@mail.vc.bc.ca

Expected start date: June 1st, 2019