

Job Description: Coordinator of Admissions and Student Records, and OSAP Officer

Position: Coordinator of Admissions and Student Records, and OSAP Officer

- Part Time, Salaried (16-20 hrs per week)

Accountability

- The **Coordinator of Admissions and Student Records, and OSAP Officer** serves under the supervision of the Director of Operations and works in relationship with key positions.
- This employee must agree to the following statements of the college: statement of faith, community standards agreement (which includes the harassment policy), confidentiality agreement, and other statements and training required by law or polity which may arise from time to time.

Duties

- The Coordinator is responsible for overseeing the admissions process for new students, managing student records for and advising existing students, and functioning as an OSAP officer
- **In regard to Admissions:**
 - o Work with the Academic Dean and Recruitment team to set recruitment goals and to ensure the achievement of such goals.
 - o Manage and implement Admissions policies and procedures.
 - o Actively communicate and follow up with leads / prospective students.
 - o Help prospective students navigate and complete the Admissions process (Inquiry – Application – Acceptance – Entrance), in collaboration with the Registrar’s Office.
 - o Ensure appropriate liaison with other departments.
 - o Assist with budget preparation for the department and then manage the allotted budget.
 - o Assist recruitment team as needed or directed in communications and marketing
 - Participate in meetings of the department, division, and college as required.
- **In regard to Student Records:**
 - o Work with the Academic Dean and Registrar to administrate student programs:
 - o Ensure the accuracy of records of student registrations, grades, degrees awarded
 - o Review student progress through programs
 - o Process applications for changes of program, working with Registrar and Faculty
 - o Verify completion of requirements for graduation
 - o Produce transcripts as needed and requested
 - o Advise students as needed
 - o Manage the Populi student management system:
 - o Manage student records and set up online registration through Populi
 - o Serve as key external contact for the maintenance and training of the Populi SII/CMS
 - o Support the academic dean to develop a range of statistical reports that serve the needs of the department and the college.
 - o Other duties as required.
- **In regard to OSAP:**
 - o Serve as OSAP liaison with incoming students and assist them in getting their applications to the point of processing under direction of the college OSAP administrator.
 - o Complete annual OSAP training (online).

Requirements

Education & Experience:



- Minimum of a college diploma, preferably in a related area
- Bible college or theological education is preferred

The position calls for:

- Skills with database program manipulation and management
- Strong communicator (both written and verbal)
- Accuracy and attention to detail
- Administrative skills and record keeping
- Strong time and project management skills

General Requirements:

- Passion for the church and for developing leaders for the church and the world
- Strong interpersonal, administrative, and time-management skills
- Spiritual maturity and a desire to engage in modeling and mentoring relationships with students

Salary and Benefits

- Pay for this position will be determined by qualifications of the candidate as assessed by the college
- Vacation is three weeks per annum