



ASSISTANT REGISTRAR

Full-time, Start Date: May 1st, 2025

Application Closing Date: March 15th, 2025.

Vanguard College is a Pentecostal Assemblies of Canada (PAOC) Bible college which exists to develop Spirit-empowered leaders to advance fruitful churches and global mission. With two hundred students, both on-campus and online, and a team of over thirty staff and faculty, we uphold the shared vision and values of the College and seek to make a significant contribution in shaping and inspiring the next generation of leaders in Alberta and the Northwest Territories and beyond. Vanguard College offers ministry specializations in Global Pastoral, Next Generation, Worship, and Pastoral Care & Counselling.

Reporting to the Registrar, the Assistant Registrar provides administrative assistance and supports the work of the Academics Department (administration, Academic Success Centre, Library) in general.

Key Functions

1. Provide support for the Registrar's Office by processing newly admitted students, assisting with registrations, maintaining student records, and other related matters.
2. Academically advise students within the framework of course registration, program changes, and progress toward graduation.
3. Provide administrative support to ensure accuracy, integrity, and confidentiality of student academic records, in compliance with relevant privacy legislation.
4. Administratively support graduation planning, process graduation applications, and assist with the execution of the Commencement service.

Key Skills

1. An aptitude for accuracy, thoroughness, and task-oriented work.
2. Excellent analytical, technical, and problem-solving abilities.
3. Excellent written and oral communication skills when working with students, staff, and faculty.
4. Competency with word processing and spreadsheet application in a Microsoft environment, collaboration tools, and student information systems.
5. Ability to manage multiple priorities through to successful completion.
6. Able to work independently and collaboratively with team members.

Education and Experience

1. A diploma or bachelor's degree in a relevant field from an accredited institution or significant experience learning in a postsecondary environment.
2. Three to five years of administrative experience in a post-secondary institution or similar organization preferred.
3. Evidence of life and experience in like-minded Christian community.
4. Commitment to shared values, mission, and vision of Vanguard College.

We thank all applicants for their interest. If you identify with these values and possess these skills and experience, please send your cover letter and resume to humanresources@vanguardcollege.com, subject line: Assistant Registrar.