



Job Opportunity: Admin. Assistant/Registrar

St. Therese Institute of Faith and Mission is a post-secondary Catholic organization that offers adult faith formation through a common life of study, prayer and fellowship, inspired by the teachings of St. Therese of Lisieux.

The Administrator/Registrar works under the leadership and in collaboration with the Executive Director and the Director of Formation to help ensure St. Therese Institute is operated in an efficient and effective manner.

Main Tasks and Essential Responsibilities:

- Provide administrative support to management
- Coordinate student admissions and maintain student records
- Ensure the integrity, accuracy and security of all academic records
- Assist with the articulation of transfer credits and official transcripts
- Provide exceptional service to students
- Management of student tuition and scholarships
- Assist with financial management
- Assist with grant and foundations applications
- Contribute ideas and expertise to the organization
- Assist with the adherence to government policy and procedures
- Assist management with the supervision and direction of volunteers and staff

Key Skills & Competencies needed:

- Post-Secondary education or equivalent work experience
- Proficient in the use of computer programs – (Word/Excel/Power point and others)
- Attention to detail
- Ensure confidentiality of sensitive information
- Be organized, self-motivated and able to prioritize responsibilities
- Problem solving and analytical skills
- Ability to establish and maintain positive relationships with students, guests, staff and management to achieve the goals of the organization
- Communicate effectively and cooperatively with others to set goals, resolve problems and make decisions that enhance St. Therese Institute
- Assess situations and make decisions and recommendations
- Focus on student and guests needs to exceed their expectations within the parameters of the organization

Applications for the position of Administrative Assistant/Registrar will be accepted until September 5, 2017. Email resume including references to vserblowski@sttherese.ca For more information please contact Vicky at 306-369-2555 ext. 111