

**Posting #24-070CU**

## **Scheduling and Registration Specialist**

### **Office of the Registrar**

### **Regular, Full-time**

#### **Purpose**

Reporting to the Associate Registrar, Records & Systems, with daily work supervised and scheduled by the Scheduling & Registration Coordinator, the Scheduling & Registration Specialist is accountable for supporting academic course and exam scheduling and academic registration activities at UNBC.

#### **Responsibilities**

Duties include but are not limited to:

- Supporting the UNBC academic scheduling and registration production and processing cycles;
- Supporting academic scheduling activities, such as: receiving and processing departmental scheduling requests; performing course updates in Banner Student and Infosilem; auditing and interpreting academic scheduling data in student systems; troubleshooting infeasible or conflicting scheduling requests; maintaining program builds, course combinations, and academic blocks;
- Supporting the maintenance of academic room inventory in Banner Student, EMS, and Infosilem;
- Supporting the creation and maintenance of four exam schedules annually;
- Supporting registration activities, such as: processing course registration; troubleshooting registration errors; maintaining and processing course waitlists; maintaining course and section restrictions;
- Supporting beginning of term set-up;
- Supporting registrarial understanding and expertise on tuition and student fees and ensuring section fees are maintained appropriately;
- Supporting T2202 production;
- Training faculty and staff in academic scheduling and registration procedures;
- Supporting university faculty and departmental academic scheduling responsibilities;
- Acting as an expert in academic scheduling and registration systems functionality (including Banner Document Management, Banner Student, DCU, EMS, Self Service Banner, and Infosilem);
- Supporting the testing and implementation of academic scheduling and registration related ITS and systems projects;
- Supporting university access to academic scheduling and registration systems;
- Maintaining webpages, forms and SharePoint sites that provide current information on academic scheduling and registration;
- Researching, developing and maintaining academic scheduling and registration related documentation and training modules for staff, faculty and students;
- Acting as an expert in academic scheduling and registration data and data analysis;
- Running academic scheduling and registration reporting to support business process, resource prioritization, enrolment management, and records auditing;
- Supporting the Space Allocation Committee and Teaching Space Optimization Committee as advisor as required;
- Maintaining a detailed knowledge of university policies and procedures, as well as academic regulations;

- Maintaining a thorough understanding of confidentiality, privacy and records management practices, as well as knowledge of the *BC Freedom of Information and Protection of Privacy Act* (FIPPA); and
- Demonstrating a respect for equity and diversity in the UNBC community by ensuring a high level of cultural sensitivity.

## Qualifications

The successful candidate must have an undergraduate degree and have a minimum of 3 years of experience in academic scheduling and registration in a post-secondary environment. The successful candidate must demonstrate a good knowledge of post-secondary policies and academic regulations and an excellent understanding of the student life cycle and student life experiences. Candidates with UNBC degrees are preferred.

Critical proficiencies include:

- Exceptional customer service and interpersonal skills;
- Excellent administrative, planning, organizational, and multi-tasking skills;
- Excellent analytical and problem-solving skills;
- Exceptional communication skills, both verbal and written;
- Experience retrieving and analyzing data and presenting and formatting reports;
- Experience interpreting and administering student administration procedures;
- Experience in business process analysis and improvement;
- Demonstrated skills writing documentation and delivering training;
- Demonstrated project management skills and ability to manage multiple projects simultaneously;
- Strong skills in Microsoft Office, including Teams and SharePoint; reporting tools (such as Argos, FAST and Microsoft Access); relational student information systems (such as Banner Student); academic scheduling software (such as Infosilem); and web content management systems (such as Drupal);
- Training in FIPPA and experience applying FIPPA to student records and personal information in a post-secondary setting; and
- Training in EDI, preferably in a post-secondary setting.

Excellent time management and organizational skills are necessary, with the ability to problem solve, plan, prioritize and self-direct with a high degree of accuracy. It is critical that this role can work independently and demonstrate initiative, and work collaboratively with faculty, staff and students with exceptional interpersonal skills. This position requires a high level of professionalism and ability to network, interact with, and provide direction to a wide range of constituents, often with limited time and flexibility.

An equivalent combination of education and experience will be considered.

## Salary

This position has been classified at a Grade 10. The annual salary range for this position is \$71,871.80 to \$74,820.20 and the normal starting salary will be \$71,871.80.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>



<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and



members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-070CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30PM on April 25, 2024.**

