

INTERNAL - OPEN TO RRC EMPLOYEES ONLY

Admissions and Student Records Officer Language Training Centre Full-Time Position Available

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

Reporting to the Office Manager, Language Training Centre (LTC), the Admissions and Student Records Officer will provide exceptional customer service to a diverse group of students in the Permanent Resident program, which is a federally-funded language program. The incumbent will process and evaluate applications and registrations in two parallel databases, Colleague and Immigration Contribution Agreement Reporting Environment (iCARE), update and maintain current student/graduate records, work closely with the external language assessment agency, Winnipeg English Language Assessment and Referral Centre (WELARC), and Program Manager to fill program capacities. The incumbent will process student registrations, placements, transfers and withdrawals, student attendance, and verify grade entry. This individual will also provide detailed information to applicants on application procedures, provide general and specific program information to clients, including internal departments, external agencies, and general public. This position works closely with student, instructors, Program Managers, Coordinators and the Director of LTC.

Required Qualifications:

- Experience with RRC's Student Information System (Colleague - ST Module), including Colleague Program and/or Course Based Registration processes
- Experience with Immigration Contribution Agreement Reporting Environment (iCARE) database
- Experience maintaining confidential information
- Experience working with ISteady database
- Knowledge of FIPPA
- Experience with Microsoft Office Suite (Excel, Word and Outlook)
- Ability to establish, work effectively and maintain good working relationships, both internally and externally
- Ability to work independently and show initiative with minimal supervision
- Strong organizational skills including managing deadlines, prioritizing workload and making adjustments to meet business needs
- Excellent interpersonal skills
- Excellent written communication skills
- Excellent oral communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Certificate from a post-secondary institution in Office Administration or Business
- Verbally fluent in other languages such as French, Spanish, Portuguese, Cantonese, and/or Tagalog

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-017
Closing Date: February 22, 2018
Salary Range: \$46,942 - \$64,210 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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