

**NOTICE OF VACANCY
UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit**

POSITION TITLE: ADMISSIONS AND RECORDS OFFICER
CLASSIFICATION: '9'
DEPARTMENT: OFFICE OF THE REGISTRAR
RATE OF PAY: As per schedule `A' - C.A.W. 2458 FT Collective Agreement
HOURS OF WORK: Monday to Friday, 8:30am to 4:30pm

PRIMARY RESPONSIBILITY:

The Admissions and Records Officer is accountable for the primary evaluative functions of the Office of the Registrar including the determination of admission eligibility for graduation according to the policies of the University Senate as enunciated in the University Calendar. The incumbent determines transfer of credit from other institutions and is also responsible for the maintenance of personal and academic information for all undergraduate records (former, current and pending).

SUMMARY OF DUTIES:

1. Communicate with students regarding academic decisions, application procedures, with academic departments regarding Senate regulations.
2. Responsible for most undergraduate admissions and determination of eligibility of transfer credit.
3. Represent the University of Windsor both on and off campus at functions.
4. Provide student services. Counsel students and evaluate their programs with regard to their eligibility to graduate. Manipulate degree audits, recommend changes on how to attain goal(s).
5. Ensure that all inquiries, whether via email, fax, telephone contact, in person contact or written correspondence are answered professionally and in a timely manner.
6. Regularly update student academic and biographical data to ensure that student records are accurate as government reporting and other offices rely on accurate up-to-date information.
7. Evaluate, monitor and record decisions of the Academic Standing Committee.
8. Review and update the eligible graduating applicants prior to convocation to ensure accurate printing of diplomas and convocation programs.
9. Approve and process all letters of permission.
10. Responsible for correction of errors on USIS edits, DARS verification and Program Verification as per the returning student/change of program. This data needs to be accurate as funding for the University is dependent on this information.
11. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS:

Bachelor Degree*, excellent human relations skills, must relate well to faculty, students and the general public. The ability to provide a high level of customer service, including serving a student population with diverse educational backgrounds and cultural differences and the ability to respond quickly to inquiries is of crucial importance. As well, the successful candidate will have excellent oral and written communication skills. The ability to meet deadlines in a fast-pace environment and the ability to multi-task is necessary. The ability to exercise sound judgment and work in a team environment.

* Persons who do not have a Bachelor degree but who possess significant experience related to the requirements of this position, e.g. the evaluation of student transcripts, may apply, but will be considered as bona fide applicants solely at the discretion of the University Registrar.

PREFERRED QUALIFICATIONS:

Previous experience related to registration procedures and evaluation of documents. Basic WordPerfect skills. Excellent attendance record.

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Calendar Interpretation (passing grade of 66%) -To be administered in the Office of the Registrar.

In accordance with Canadian Immigration Requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

EMPLOYEES INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY IN WRITING BY COMPLETING AN "APPLICATION FOR TRANSFER" FORM AND FORWARDING IT TO:

**employment@uwindsor.ca
DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:
Thursday, January 24, 2013 - 4 p.m.**

The 'Application for Transfer' form can be obtained in the Department of Human Resources