



ALBERTA BIBLE COLLEGE
EST 1932

*Preparing believers for the sake of the kingdom of God in whatever social and cultural context
God leads them locally and globally.*

Registrar Job Posting

Overview:

Alberta Bible College (ABC) is hiring a Registrar to support the academic life and processes of our students, staff, and faculty.

This is a part-time position (20 hours per week). The rate of pay is \$30 per hour. All hours will be worked on campus between the hours of 8:00 a.m. and 6:00 p.m. Monday-Friday. Occasional evening work is required.

Note: Opportunities to bundle this position with one or more other part-time roles at ABC (e.g., Librarian) to create a full-time position with health benefits is possible for the right candidate.

Qualifications:

The successful applicant should possess a minimum of a master's degree in the field of Christian ministry (e.g., Master of Divinity, Master of Arts in Theology, Counselling, Higher Education, etc.). Professional experience in an academic setting is an asset.

The successful applicant should also be able to:

- Work independently and efficiently within an academic setting.
- Work collaboratively within the context of a small college staff.
- Demonstrate a spirit of hospitality and service to students and faculty.
- Balance task and relational demands.
- Possess excellent written and oral communication skills.
- Proficiently use computer software like Microsoft Word and Excel.
- Be comfortable learning new technology like Populi (ABC's college management software).
- Demonstrate a commitment to the Christian faith.
- Be able to enthusiastically sign ABC's Statement of Faith and Community Rule of Life.
See <https://www.abccampus.ca/students/student-life/spiritual-life/> for more details.

Responsibilities:

Reporting to the Academic Dean, the Registrar is responsible for tasks including:

- Admission Decisions
 - Evaluating student applications forwarded by the Admissions Team.
 - Evaluating transcripts for all incoming students, including international students.
 - Evaluating and awarding transfer credits.
 - Facilitating admissions interviews with applicants.



ALBERTA BIBLE COLLEGE
EST 1932

*Preparing believers for the sake of the kingdom of God in whatever social and cultural context
God leads them locally and globally.*

- Accepting or denying applicants in consultation with the Academic Dean.
- Drafting and issuing admission letters.
- Validating Immigration, Refugees and Citizenship Canada (IRCC) admission letters on behalf of international student applicants.
- Issuing Provincial Attestation Letters (PALs) to prospective international student applicants.
- Maintaining academic transfer requests, decisions, and reports related to the Alberta Council on Admissions and Transfer (ACAT).
- File Management
 - Securely maintaining the creation, updating, deactivation, and digitization of confidential student files according to established policies and procedures.
 - Assisting the Academic Dean in completing IRCC compliance reports.
 - Generating supporting documentation for students as requested (e.g., academic transcripts, letters of enrollment).
- Academic Planning
 - Assisting the Academic Dean in publishing the annual Academic Calendar.
 - Assisting the Academic Dean in planning yearly course schedules.
 - Reviewing students' degree audits on Populi to provide academic advising.
 - Registering students for courses in communication with the Academic Dean and Chief Financial Officer.
 - Recommending for graduation those students who have completed academic requirements for certificates, diplomas, and degrees.
 - Assisting the Academic Dean with planning and executing logistics related to Graduation Weekend.
- Learning Support
 - Coordinating and communicating Zoom meetings for all courses.
- Committee Involvement, Policy Review, and Statistics
 - Participating in ABC's Academic Services Team, Faculty Senate, and Student Retention Committee meetings.
 - Assessing admissions and academic policies/procedures in an ongoing way and during annual May assessment period.
 - Assisting the Academic Dean in gathering data for the Annual Institutional Update for the Association of Biblical Higher Education.
- Other responsibilities as negotiated.

Works closely with and is supervised by:

- Academic Dean



ALBERTA BIBLE COLLEGE
EST 1932

*Preparing believers for the sake of the kingdom of God in whatever social and cultural context
God leads them locally and globally.*

Works closely with and collaborates with:

- Admissions Team
- Academic Services Team
- Faculty Senate
- Student Retention Committee
- Chief Financial Officer

How to Apply:

Interested applicants should email a cover letter, resume/CV, and three references to cabinet@abccampus.ca by Monday, June 15.

Only those selected for interviews will be contacted. Interviews with selected applicants will be held in the second half of June. The start date for the position is August 1.

About ABC:

Alberta Bible College is a Christian higher education institution that prepares believers for the sake of the kingdom of God in whatever social and cultural context God leads them locally and globally.

ABC is accredited by the Association of Biblical Higher Education (ABHE) and will be entering its ninety-fifth year of higher education in 2026-2027. The Canada Student Loans Plan, Immigration, Refugees Citizenship Canada (IRCC), and Alberta Advanced Education recognize ABC as a Designated Learning Institution (DLI). We are authorized to receive international students and can offer educational programs eligible for Alberta and Canada Student Aid.