

**POSITION SUMMARY**

Reporting to the Vice President, Communication & Strategic Enrollment, the Coordinator, Strategic Enrollment is primarily responsible for the coordination and implementation of registration services, including all aspects of the Student Information System (SIS), a Student Enrollment System (SEM), student marks and transcripts, registrations, staff training, system maintenance and modification. This position is also responsible for student admissions (domestic and international), statistical reporting, and student financial assistance programs and in alignment with the Southeast College strategic recruitment plan and coordinated with Institutional Goals, Business Plan and Strategic Plan.

**LEVEL** 6  
**LOCATION** WEYBURN  
**SCOPE OF WORK**

1. Division: Communication & Strategic Enrollment
2. Function: In Scope Field Staff
3. Supervisor: Vice President Communication & Strategic Enrollment
4. Direct Reports: International Admissions Associate
5. Budget Responsibility: Registration

**RESPONSIBILITIES**

**Typical duties and responsibilities of the Coordinator, Strategic Enrollment may include, but are not limited to:**

**1. Admissions**

- With the Vice-President of Communication and Strategic Enrollment, coordinate the development and coordination of the domestic and international SEM (Strategic Enrollment Management) plan, targeted enrollment strategies, while representing the College as a subject matter expert at recruitment and retention events.
- Manage the Student Information System (SIS) and the Student Enrollment System (SEM) and related tools and software.
- Coordinate student enrollment processes and planning for domestic students, ensuring One Stop Student Services and other college-wide work units have accurate program details as required.
- Coordinate student enrollment processes and planning for international students, ensuring One Stop Student Services, recruitment agencies, and other college-wide work units have accurate program details as required.
- Liaise with internal departments and external recruitment agencies to facilitate international student selection and acceptance, ensuring adherence and compliance with international admissions criteria.
- Process and accept applications, acceptances, marks, transcripts, and withdrawals.

- Ensure courses are properly loaded into the SIS in advance of the timetabling process and opening of web registration.
- Ensure attainment of targeted enrollment figures for each program in alignment with the enrollment plan.
- Lead best-practices in web-based registration, ensuring pro-active maintenance and continuous efficiency measures are implemented.
- Provide functional leadership to One Stop Student Services, in regard to SIS policy and process, providing coaching and training as required.
- Test new efficiencies, system upgrades, changes to programming and web registration processes; identify efficiencies and process improvements.
- Develop, collect, and assess student achievement records to create a list of potential graduates for review by the supervisor.
- Ensure continuous, accurate reporting of admissions in relation to scheduled programming and the SEM plan.

## **2. Student Assistance and Benefit Programs**

- Verify enrollments for Canada Student Loans, provide signing authority, and provide appropriate notification regarding student discontinuation, and other records as required.
- Institute all administration associated with other forms of student assistance, including scholarship programs.
- Be the College liaison for the Student Health & Wellness Plan, forwarding admissions for plan setup, ensuring premiums are deducted with student fees, and providing data as requested for annual premium review.

## **3. Student Information System**

- Responsible for the overall operation of the SIS, including data management, database report writing, generating queries for information, generating student enrolment and discontinuation information, generation of class lists as required, student demographic information and statistical reporting as required for all programming.
- Ensure data integrity on the SIS system by performing periodic data checks.
- Ensure accuracy of financial information on the SIS system by reconciling records with College departments, staff, or Ministry.
- Provide and analyze statistical reports as required for monthly meetings, SEM initiatives, quarterly and annual reports, business plan and annual report, and all other statistical or ad hoc reports as required.
- Be responsible for all student records in the system, including information related to student assistance programs, student marks, transcripts, tuition, etc.
- Act as the college liaison for all matters concerning the SIS, including providing College representation on provincial committees as required.
- Lead the development and implementation of a new SIS for Southeast, as part of a provincial committee, including participation in committee meetings, compiling, and transferring data, and testing system for accuracy.
- Develop and maintain SIS procedures documents for One Stop Student Services and other internal departments, providing all necessary staff training as related to SIS.
- Develop and maintain appropriate internal controls for the effective and efficient administration of the system.
- Maintain and implement current business rules, definitions, and procedures related to T2202's.

- Ensure proper issue and distribution of T2202 tax receipts.
- Determine data requirements for SIS; provide continual analysis of the system to ensure College staff are using the SIS to its potential and to ensure data integrity.

#### **4. College Policy and Procedures**

- Provide analysis and input into College policy and procedures as it relates to student registration, admission, student records and statistical reports, student benefits and financial assistance programs, SIS, Freedom of Information and Privacy Act, and other legislation or compliance requirements.
- Establish and maintain official student files required to fulfil the College obligations as an academic institution. Work cooperatively with One Stop Student Services, program and administrative staff in the development of effective procedures to ensure the accuracy, completeness, and confidentiality of student records.
- Other duties as assigned.

### **QUALIFICATIONS**

#### Knowledge and Skills

- Demonstrated ability to collaborate effectively within teams and with college executives, prioritizing enrollment objectives and adapting to evolving circumstances.
  - Demonstrated ability to work independently and prioritize work according to the needs of the organization.
  - Proven ability to liaise with external agents (including international) and strategic partners.
  - Demonstrate adaptability, proactivity, and openness to change.
  - Ability to work within a multi-cultural environment and to promote and encourage diversity, individual dignity, and mutual respect.
  - Demonstrated expertise in domestic and international student recruitment, selection, policy adherence, practices, and strategies to increase student enrollments.
  - Solid understanding of best practices in Student Information System (SIS), a Student Enrollment System (SEM),
  - Proven ability to problem solves and make sound and sustainable decisions.
  - Demonstrate personal responsibility for the performance necessary to achieve individual and/or team goals and objectives.
  - Ability to research information and opportunities, make educated decisions, and use deliberate strategies to influence, persuade or inspire others.
  - Skillfully navigating budgeting and financial processes.
  - Proven organizational skills that allow the handling of multiple projects at the same time, while ensuring accuracy and timeliness.
  - Demonstrated ability to provide agile leadership, direction, and coaching.
  - Effective decision making and problem-solving skills.
  - Demonstrated written, oral, and listening communication skills, and ability to work effectively with staff.
- Maintains and respects confidential and sensitive information, both in and outside of the workplace.

## Education and Experience

- The minimum educational qualification for this position is a bachelor's degree in business, public administration, or computer science. This education would provide knowledge and specialized skills in computer & management systems, strategic enrollment management, recruitment, communication, and of the post-secondary education system. Knowledge and experience of international education and international student recruitment will be considered a strong asset in combination with education.
- Advanced knowledge of a Student Enrollment Management system and procedures, and Admission Management tools, as well as knowledge of computer applications, particular in advanced spreadsheets, and in the operation of databases, including the ability to develop, interpret and analyze reports using various reporting tools.
- The minimum amount of recent and relevant experience required to perform the duties of this position is two years. This experience will include fluent working knowledge of Student Information System
- and would typically provide skills required working with the public and students, dealing with sensitive situations, skills in time management, communication, and interpersonal skills.
- Knowledge of and ability to speak languages in addition to English in relation to our international student target market will be an added asset.

## Other Requirements

- Must be prepared to schedule hours of work according to the demands of the position, including evenings and weekends as necessary (i.e. field hours), with potential to travel outside of College region.
- Must possess a valid Saskatchewan Driver's License and be willing to travel. This position supports the Southeast College region. Occasional overnight stays may be necessary.
- Satisfactory Criminal Record Check with Vulnerable Sector Check.

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