

**Coordinator Enrolment Services Centre Sexton Campus  
Registrar's Office**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

The Enrolment Services Centre, Sexton Campus is a combined service location that includes the Registrar's Office, Student Accounts, Financial Aid, DalCard, UPass and the Bookstore functions, located on the Sexton campus. Reporting to the Manager, Processing Unit, the Coordinator manages the daily operations of the Centre, ensuring a highly effective customer service culture focused on meeting time sensitive deadlines, and creating a positive experience for prospective and current students, parents, guidance counselors, faculty and staff.

**Key Responsibilities:**

- Ensure the efficient operations for Student Accounts, DalCard, UPass, and the Bookstore and Registrar functions.
- Manage two full time (NSGEU) staff members as well as student and temporary contract employees, including hiring, training, and performance management of all staff.
- Responsible for revenues from all financial transactions of the Enrolment Services Centre, including, handling of cash, cheque requisitions, student loan application and processing, and DalCard deposits and payments.
- Prepare and manage the Centre's annual operating budget, completing quarterly reviews and forecasting.
- Perform audits, on an ongoing basis, on all work completed in the Centre, and identify opportunities to align with the strategic priorities of the institution.

**Qualifications:** Undergraduate degree, plus approximately three to five years' experience managing business processes and staff in a related field, or the equivalent combination of training and proven experience in a management role, preferably in a university setting. Advanced knowledge of Microsoft Office suite of programs and experience in Student Information systems is required (Banner Production preferred). A high degree of interpersonal communication skill is necessary, and the incumbent must maintain a high level of confidentiality.

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

**Apply online by June 14, 2018 to competition DPMG-18067.**

**Salary Range:** \$43,383 - \$58,695 per annum (ADM-04)

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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*Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The University encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community.*