



## Coordinator, Admissions & Transfer Credit (Full Time)

### ABOUT ST. MARY'S UNIVERSITY:

**Our Vision:** To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

**Our Mission:** Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

**Our Values:** As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

### ABOUT THIS OPPORTUNITY:

The Coordinator, Admissions and Transfer Credit, reporting to the Registrar, and as a member of the Admissions team, is responsible for overseeing admissions processes, transfer credit, admissions data and planning.

Main responsibilities for this position will include:

#### 1. Admissions and Transfer Credit

- Oversee admissions and transfer credit operations
- Provide policy and procedure recommendations to Registrar
- Lead admissions and transfer credit website updates, communications and templates
- Develop and maintain international admissions and transfer credit initiatives
- Represent the University as the ACAT strategic contact person
- Lead the annual review and preparation for each application cycle
- Complete reports, including TCA report in DCAR
- Stay abreast of provincial, national and international trends in admissions and transfer credit, participating in professional development to enhance knowledge and skills

#### 2. Data and Student Information System

- Oversee data integrity and file audits, ensuring information is compliant
- Provide guidance on process improvements and system utilization, ensuring increased strategic use of digitization and automation
- In collaboration with Associate Registrar, Student Accounts, Systems & Reporting, complete ASI and other reports
- Contribute to SET Committee, providing data, context and recommendations for enrolment management enhancements
- Review applicant reports, working to resolve data issues in SIS and other systems
- Utilize Argos reports, Excel and other databases to review and analyze data
- Communicate with APAS regarding technical concerns
- Participate in system implementation, testing, enhancement, clean up/maintenance
- Coordinate and contribute to special projects and initiatives, as needed



#### QUALIFICATIONS:

- Bachelor's Degree in a related field
- 3 or more years of experience in post-secondary education within Admissions, Recruitment or Student Services
- Experience with Student Information Systems, Excel, business analysis, and reporting
- Strong technical and numeracy skills, with preference for DCAR experience
- Ability to manage multiple priorities and adapt to change, while maintaining a high level of accuracy
- Knowledge of Alberta high school and post-secondary admissions requirements
- Expertise in dual credit and transfer credit, strong proficiency in ACAT and transfer credit principles
- Ability to plan strategically while understanding the details and how they fit to support short-term and long-term goals
- Excellent verbal and written communication skills, with demonstrated success in precise work
- Ability to maintain confidentiality and use discretion in making decisions and seeking guidance
- Experience in making effective decisions and dealing well with ambiguity
- Excellent attention to detail, ability to check data for accuracy and ensure consistency
- Strong planning, organizational, and problem-solving skills

#### VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars
- Upholding core competencies associated with the institution's four pillars
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation

#### WHAT WE OFFER:

As a part of the St. Mary's University community, eligible employees received a comprehensive compensation and total rewards package that includes, but is not limited to, a group benefits package, health spending account, RRSP matching, and generous paid time off. For more information on our offerings visit <https://stmu.ca/careers/>.

#### OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

#### APPLICATIONS:

Please email application packages to Human Resources at [careers@stmu.ca](mailto:careers@stmu.ca) in one .pdf formatted document with the Subject Line of: **"Coordinator, Admissions & Transfer Credit"** by **July 17**. Applications will be reviewed as they are received, and qualified candidates may be contacted for interviews prior to the closing date. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***