



Position of Registrar

Based in Victoria, the Registrar is responsible for the effective and efficient management of admissions, registration, and accreditation activities for the College of Applied Biology, reports to the Executive Director and works closely with the College Council.

The Registrar is responsible for providing leadership in accordance with the College's strategic direction regarding the registration and recruitment of College members. The Registrar works with the Credentials Committee on the assessment of applications and the development of entrance standards and policy, provides guidance to applicants, and collaborates with Colleges, Universities, and other organizations to provide information on membership and to promote the practice of applied biology. The Registrar supports the Executive Director, Discipline Committee, and Discipline Panel in complaint processing and discipline processes. With the Executive Director, the Registrar works to advance the profile and mandate of the College, develops policy, and supports College members and the profession of applied biology.

Qualifications, Knowledge, and Skills Requirements

- Membership or eligibility for membership in the College of Applied Biology as a Registered Professional Biologist (RPBio)
- 5 or more years of progressive management experience including senior management roles and responsibilities
- Firm understanding of:
 - the practice of applied biology,
 - natural resource professions in BC,
 - policy development and implementation;
- Excellent verbal and written communication skills
- Demonstrated ability to manage complex tasks and prioritize competing demands
- Work experience with self-regulating profession not essential, but preferred

Personal Characteristics

- Highly organized and possesses a systematic approach to work
- Ability to engage in relationship-building with multiple organizations, government agencies, and educational institutions
- Ability to work to demanding deadlines and to adapt and operate effectively in a dynamic environment
- Collaborative working style
- Is diplomatic and tactful and able to maintain confidentiality and monitor level of disclosure on sensitive matters
- Understands and practices ethical behaviour and business practices,



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Professional Accountability

- Innovative approach to developing strategies to improve operations within the organization
- Ability to be flexible, versatile and open-minded in an evolving work environment while maintaining effectiveness and efficiency
- Enjoys working in a team environment

Working Conditions

- Standard office environment; however, the mission of the organization will require attending events and meetings outside of the office
- Standard work week, but occasionally will involve working evening and weekend hours to accommodate activities (e.g., Council meetings, representing the organization at public events)
- Occasional travel will be necessary.

Applications

Please send your letter of application and current resume to cab@cab-bc.org with "Registrar Position" in the subject line.

Closing date May 22, 2017.

We thank all applicants for their interest however, only applicants selected for an interview will be contacted. The College of Applied Biology is an equal opportunity employer.