



Carlton Trail College has an opening for a Strategic Enrollment & Foundational Learning Manager

This competition will end on **December 18, 2025**. Applications must include an updated cover letter and resume. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com**

Out of Scope

Benchmark Level:

4

Location:

Carlton Trail College Learning Region

POSITION SUMMARY

Reporting to the ABE & Student Services Director, the main function of this position is to provide on-going leadership and management regarding registration (admissions), Strategic Enrolment Management (SEM), Adult Basic Education Credit programming, and English Language Training Services.

DUTIES AND RESPONSIBILITIESRegistration and SEM

- In collaboration with Directors, establish, implement and monitor consistent student admissions processes for domestic and international students.
- Oversee admission and registration functions, including administration and training of the student information system and other systems within the registration department.
- Provide guidance and support to staff and prospective students regarding admissions criteria, program offerings and applications procedures.
- Ensure effective communication of scholarship opportunities to eligible students, including assistance in administration of the annual student scholarships event.
- Ensure accurate and confidential student file management processes and procedures.
- Create, administer and evaluate a strategic enrollment management plan, in collaboration with other appropriate function areas.
- Coordinate and implement data collection and reporting processes related to strategic enrolment management, course and instructor evaluations and student follow-up, while ensuring exceptional data integrity.
- Support and collaborate on strategies related to International students, Indigenous Initiatives and student recruitment and retention.

Program and Service Management

- Initiate and implement College-wide Adult Basic Education Credit and English Language Training programming consistent with the College strategic plan.
- Oversee all aspects of managing ABE credit and ELT programming, including needs identification, program planning, budget development, implementation, and evaluation. Provide recommendations for College Policy development, as it pertains to programs and services.
- Provide leadership to instructors and programming staff. Orientate, supervise and evaluate ABE credit instructors, the English Language Training Coordinator and administrative program staff ensuring that all staff supervised receive ongoing feedback, coaching and performance assessments.
- Provide supervision of staff reporting to this position and ensure that they have assignment of scheduled days (instructors), developed work plans, professional development plans and updated job assignments; direct workflow, verify and authorize staff variance and instructor absenteeism reports and travel claims.
- Assist in the development and implementation of a student recruitment and engagement strategy with appropriate function areas
- With the assistance of the Human Resources Director, ensure that all applicable aspects of the Collective Bargaining Agreement and College policy are followed and applied as required.
- Maintain a high level of staff performance through effective use of human resources practices and procedures including recruitment, selection, orientation, training, probationary reviews, motivating and assessing employees. Establish clear performance standards and goals for direct reports and hold them accountable for meeting standards and goals.
- Actively model and implement principles of management, leadership, mentoring, and motivation.
- Prepare reports as required, including government reports, month end reports, and contributions to the Annual Report, Business Plan, and other various ad hoc reports.
- Other duties as assigned.

Program and Service Planning, Development and Delivery

- Conduct needs assessment and consult with community organizations, First Nations communities, program partners and sponsors to determine education programming that meets training needs.
- Identify needs and gaps in programs and develop appropriate measures to address these gaps.
- Monitor the quality of the program delivery plan including program design, established curricula, adult education principles and ensuring that it operates within College Policies, Procedure and Budget.
- Assist instructors and student advisors in addressing student learning difficulties and issues, attendance issues and classroom participation matters.
- Provide recommendations in the on-going development of procedures to deal with students, including student application and selection processes, student recruitment and retention plans, student discipline and other strategies and procedures as required.
- Evaluate services with the goal of continuous improvement and recommend strategies, activities, and resources to enhance program and service delivery

Communication and Public Relations

- Communicate effectively and cooperatively with staff, students, potential clients, First Nations communities, government agencies, external organizations and stakeholders, post-secondary institutions and the general public.
- Liaise with external agencies, partners, stakeholders and represent the College on committees as required.
- Advocate on behalf of Carlton Trail College with all external stakeholders.
- Collaborate and negotiate with brokerage partners, potential partners and agencies for delivery of programs and services.
- Contribute to the College's marketing strategy

People and Resource Management

- Provide leadership to instructors and programming staff. Ensure all staff supervised receive ongoing support, evaluation and feedback through the performance evaluation process.
- Respond to Step 1 or Step 2 grievances as needed as well as demote or involuntary transfer employees
- Terminate or provide recommendation to terminate employees when needed
- Responsible for final decisions regarding probationary discharge of direct reports
- Establish priorities consistent with the mission, vision, values and strategic direction of the College and allocate financial, material, and human resources to achieve established objectives.
- Participate with the Senior Leadership team in the development of specific action plans for achieving the strategic direction of the institution and manage change within the organization.
- Provide leadership and direction to assigned staff and ensure that a working environment is maintained that is conducive to teamwork and effective, efficient workflow.
- With the assistance of the Human Resources Director, ensure that all applicable aspects of the Collective Agreement and College policy are followed and applied as required.
- Works across the College to develop and communicate opportunities, performance metrics and success.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated experience in developing, implementing, and evaluating programs and services.
- Extensive knowledge in adult education practices, modern managerial practices, and business procedures.
- Demonstrated skills in negotiating and collaborating with partners, budgeting, writing proposals, research and analysis, program planning and evaluation.
- Demonstrated analytical and problem-solving skills; the demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated effective organizational skills and experience in managing multiple projects
- Demonstrated ability to manage changes in the work environment, structure, process requirements or cultures.
- Demonstrated interpersonal skills and the ability to work in a collaborative team setting.
- Demonstrated effective supervisory and leadership skills.
- Supervisory skills in managing and evaluating people, handling problems and resolving conflict.
- Exemplifies the College's guiding principals of accountability, respect, commitment, innovation, and integrity
- Demonstrated ability to keep the organization's vision and guiding principles at the forefront of decision making and action.
- Demonstrated ability to set high standards for oneself and others and accept responsibility for all actions.
- Operates with integrity at all times.
- Demonstrated effective communication skills, including written and oral.

- Demonstrated experience in working with people from equity groups in a cross-cultural setting, and the ability to relate to adult learners and their concerns.
- Demonstrated proficiency in the use of computer applications and communications technologies, specifically in the use of the internet, email, word processing, spreadsheets, and other applications.
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, co-workers, partners, employers and students apprised of important developments.

EDUCATION

The minimum educational qualification for this position is a Bachelor level degree with a major of study in the Human Services, Social Sciences, Education or Business Management fields, from a recognized institution. Preference will be given to those with a bachelor's in education. This education would provide knowledge and specialized skills in project management, education, group facilitation, adult teaching/learning processes, testing and assessment, conflict resolution as well as in analytical and critical thinking, program planning, development, and administration, program evaluation, and research skills.

EXPERIENCE

This position requires a minimum of three years of related experience which demonstrates:

- Strong management skills
- Excellent supervisory and coaching skills
- Ability to provide successful leadership to a team
- The ability to be creative and innovative
- The skills required to negotiate with partners, work collaboratively with people, and deal with sensitive situations.

OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Check that is satisfactory to Carlton Trail College

REPORTING RELATIONSHIPS

Reports to:	ABE & Student Services Director
Supervises:	English Language Training Coordinator English Language Training Program Delivery Associate Registration Officer Registration Assistant ABE Credit Instructors