CarltonTrailCollege.

Attached is a posting for a Registration Assistant position in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **December 3, 2026.** Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated in 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
Tel: 306-682-2623

Registration Assistant ***Competition #2627-36***

Classification: Level 4
Position Description: Included Below
Category: Clerical
Appointment Date: As soon as possible
Hours of Work: Part Time (.60 FTE, 3 days per week), Office (7.2 hours per day)
Location: **Humboldt**

POSITION SUMMARY

Reporting to the Strategic Enrolment & Foundational Learning Manager, the Registration Assistant provides administrative support to the Registration Officer, supporting the provision of student registration and accurate maintenance of student records. Primary responsibilities include operating the various student information systems, processes, policies and data integrity.

DUTIES AND RESPONSIBILITIES

- Provides support, including filing; digital record keeping; utilizing online databases; accessing information in SharePoint; and distributing information virtually
- Ensures retention, protection, retrieval, transfer, and disposal of College records as per guidelines
- Handles all methods of communication as required, including telephone, mail, virtual and email correspondence, both internally and externally
- Produces reports focusing on student applications, student participation, student outcomes, and other data as required
- Assists with receiving and processing applications, acceptances, course registration, marks, transcripts, withdrawals, discontinuations, student loans and maintains a system of official student files
- Supports the maintenance of official student files including implementing the processes and procedures required to ensure the accuracy, completeness, confidentiality and appropriate archival of these files
- Supports the Saskatchewan Student Aid and Canada Student Loans processes, ensuring accurate documentation and appropriate submission
- Ensure accurate, up-to-date, and consistent data entry into the student information and financial data related to all aspects of the registration process, including applications, academic records, and fee information.
- Provide support to the Registration Officer in the registration process, including assisting with the generation and preparation of reports for internal and external reporting purposes
- Supports the issuance of T2202 tax receipts, as required
- Works in a team environment with other staff to support general student and staff inquiries and support as needed
- Perform other duties and tasks as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Ability to listen, comprehend, and ask clear concise questions to obtain relevant information and respond to inquiries from clients
- Ability to work co-operatively with others and exercise courtesy and tact
- Ability to work in a multi-cultural environment and recognize and respect diversity and individual dignity
- Ability to plan, organize, schedule and prioritize a large volume of work taking into account frequent interruptions, conflicting and changing priorities in order to meet tight deadlines
- Ability to identify the need for development and modification of procedures to improve consistency, efficiency and effectiveness, and to ensure compliance
- Ability to transcribe, relay messages and correspond, etc. with a high level of accuracy
- Demonstrated proficiency in the use of correct grammar, punctuation and proofreading
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Exemplifies the College's cultural values of being Accountable, Inclusive, Innovative, and Respectful
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Demonstrated ability to ensure that all tasks are completed with high attention to detail ensuring accuracy

- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisors, coworkers, partners, employers and students apprised of important developments
- Excellent computer skills in word processing, spreadsheet software, email, databases and other applications

EDUCATION

The minimum educational qualification for this position is a relevant one-year post-secondary certificate in administration or business applications from a recognized institution, or an equivalent combination of related education and experience.

This education would typically provide the foundational knowledge and skills required to work with various computer applications, particularly advanced spreadsheets and databases, as well as the ability to prepare reports and utilize various programming languages.

EXPERIENCE

A minimum of two years of directly related practical experience in business operations, records management, statistics, or other analytical fields is required to effectively perform the duties and responsibilities of this position.