



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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RECORDS OFFICER

Job ID	26427-9399	
Web Address	https://careers.indigenous.link/viewjob?jobname=26427-9399	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-05-17	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Unit Description:The Office of the Registrar provides a number of services to both prospective and current students and is the primary information source on enrolment, convocation ceremonies and important student dates and events throughout the year. The Office of the Registrar comprises 7 departments: Student Services, Student Financial Aid & Scholarships, Student Recruitment, Undergraduate Admissions, Student Records & Systems, Scheduling & Examinations, and Central RO Administration and has a staff compliment of approximately 70. This dynamic team works together to provide assistance to students from the beginning of their time at McMaster University until they graduate. We are currently looking to hire a Records Officer in our Student Records & Systems department that will use a variety of specialized skills to promote and support the overall strategic plan of the Office of the Registrar.
Job Summary:Responsible to administer all aspects of undergraduate students' record management. Ensure the accuracy and confidentiality of student records from enrollment through to graduation. Ensure the availability and delivery of information required for the University to perform undergraduate enrolment, records and reporting functions. Complete the daily operation of undergraduate student record processes and timelines.
Purpose and Key Functions:

- Assist in setting all records process dates and deadlines in consultation with the Assistant Registrar, Records. Establish priorities to ensure scheduled deadlines are met for various academic sessions and cycles.
- Coordinate and manage the collection, delivery, entry, verification, analysis and reporting of data.
- Review, update, and maintain all student record procedures documentation.
- Generate the annual student convocation list and verify student information.
- Manage enrolment status changes including withdrawals, grading, program changes, according to established regulations and procedures.
- Respond to inquiries requiring in-depth knowledge of established policies and procedures.
- Facilitate meetings with stakeholders to gather process requirements, identify potential strengths and weaknesses, and recommend system solutions.
- Resolve system problems by performing detailed analysis, investigation and troubleshooting of student record issues; works in collaboration with various teams to determine scope of the issue and recommends corrective course of action.
- Provide advice on student records processes, activities, and timelines.

- Plan and coordinate a variety of activities.
- Develop estimates of time and resources required for a variety of activities.
- Liaise with a variety of campus stakeholders regarding records management.
- Review and analyze the effectiveness and efficiency of existing business processes and makes recommendations for improvements.
- Critically evaluate information to reconcile faculty office needs and in relation to records process guidelines.
- Conducts gap analysis to evaluate need for changes to records procedures
- Manage complex datasets and reporting for all undergraduate students.
- Run batch processes, complete queries, report and analyze the data.
- Conduct data audits, analyze and provide recommendations related to academic records, databases, systems and reports.
- Create processes to update and maintain student data system information.
- Write and modify queries to verify records, access data, and generate reports.
- Support records office with system implementations and upgrades, and maintains documentation of records processes
- Ensure accuracy and quality of student records data required for internal and external reporting including government reporting.
- Attend and participate in committee meetings.

Supervision:Has ongoing responsibility for supervising 1-4 casual employees.

For more information, visit McMaster University for RECORDS OFFICER