

Registrar

Ready to make your mark in the Arts?

Established in 1959, Canada's National Ballet School is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently accepting applications for the **Permanent Full-Time** position of

REGISTRAR

The school seeks a dynamic administrative professional, who is technologically proficient (My School App; ActiveNet; Blackbaud – Student Billings) and an excellent communicator. Reporting to the Executive Director, the successful candidate will manage a range of registration services provided to the general public, students and staff of Canada's National Ballet School (NBS), as well as perform and oversee tasks related to registration, records and admissions for all programs.

Major Duties and Responsibilities:

- Develops/administers Registration process for professional & community programs, including auditions.
- Facilitates Student Financial Assistance process.
- Manages NBS' relationship with the Ministry Training, Colleges, and Universities (OSAP & PCC).
- Responsible for communication with applicants/registrants (audition, registration, and Student Financial Assistance).
- Manages all staffing aspects of the Registrar's Office: recruiting, scheduling & training.
- Provides leadership in the use of online registration systems by giving appropriate recommendations for new and improved software applications and ensuring staff is adequately trained.
- Remains current regarding requirements for Student Visas/guardianship/CRA (T4A/T2202A forms).
- Works closely with the Artistic leadership to ensure that strategic enrollment objectives are achieved; with the Marketing and Communications to ensure accurate information about registration reaches the public; with the Finance to ensure accurate Student Billing records; with IT to ensure that the online systems function as required.
- Understands privacy requirements related to student and participant records and establishes appropriate procedures.
- Maintains a good understanding of NBS programs, policies, activities and functions within the School to be able to address general inquiries.

Qualifications/Skills/Experience:

- University Degree in Business/Education Administration or equivalent/related education;
- 5+ yrs direct experience, including experience with a student information system or equivalent;
- Knowledge of registration systems and digital and web-based academic records management (My School App; ActiveNet; Blackbaud–Student Billings); with Advanced knowledge of PC software (MS Office – Word & Excel);
- Demonstrated leadership experience in supervising, motivating and developing the skills of staff;
- Excellent interpersonal and customer service skills, research, statistical, policy development; negotiation and conflict resolutions skills; strong analytical skills for interpreting and preparing financial and marketing reports;
- Broad understanding of the not-for-profit sector.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should send a resume and cover letter **with salary expectations** to careers@nbs-enb.ca including "**Registrar – August 2019**" in the subject line of your email **by August 25, 2019***.

 Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
 Please visit www.nbs-enb.ca for more information.

* **Consideration of applications will begin immediately and continue until the position is filled.**

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.