

## RECREATIONAL PROGRAMS ENROLMENT & REGISTRATION ASSOCIATE

### *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 inviting applications for the **full-time** position of Recreational Programs Enrolment and Registration Associate.

To provide a range of registration services, records and admissions. This position also performs administrative duties and provides support for all programs for the Registrar's office. Expertise in registration software is a must, as this position is often responsible for training other staff on how to use the current NBS registration software.

### **Major Duties and Responsibilities**

- Register all students in the appropriate programs
- Build large-scale registration terms using the registration software ensuring that all fees, payment plans, custom questions etc. are consistent with guidelines from NBS Finance and program managers
- Act as Subject Matter Expert for NBS programs, policies and activities related to Registrar's office
- Responsible for all tasks related to the registration process
- Responsible for reports, mass communications, payment transactions and other administrative tasks

### **Qualifications/Skills/Experience:**

- Degree or diploma in business, office practices or related field
- 2-3 years of experience in an administrative/clerical role, preferably in an educational environment
- Knowledge and proficiency of web based tools, with advanced knowledge of PC software (Microsoft Office particularly Word, Excel and Outlook)
- Familiarity with relational/registration databases – experience with data entry, data retrieval and generating reports. Ability to analyze data and prepare reports as required by retrieving and manipulating information
- Exceptional communication skills, both written and verbal with superior customer service skills
- Strong attention to detail and well-developed problem-solving skills; excellent organizational, time management, multi-tasking and interpersonal skills

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. All employees of NBS are required to be fully vaccinated against COVID (accommodations will be made for legal exemptions).

**Anti-Oppression/Anti-Racism at NBS: NBS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.**

Qualified applicants should send their *resume and cover letter including salary expectations* to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and include "R Programs Enrolment and Registration Associate 2021" in the subject line

**Consideration of applications will begin immediately.**

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.

Please visit [www.nbs-enb.ca](http://www.nbs-enb.ca) for more information.

***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.