

CONTINUING EDUCATION REGISTRATION ADMINISTRATOR Training Solutions

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We are one of Manitoba's Top Employers and offer a generous Total Compensation Package with health benefits, a great pension plan along with the opportunity for personal and professional growth including tuition waivers.

DUTIES

Reporting to the Director of Training Solutions, the Continuing Education Registration Administrator delivers front line administrative and operational support for Continuing Education and Contract Training. The role serves as a primary point of contact for students, clients, and internal stakeholders, ensuring the efficient coordination of registration processes, accurate maintenance of student information systems, and delivery of responsive customer service.

REQUIRED QUALIFICATIONS

- Certificate in Office/Business Administration; an equivalent combination of education and experience may be considered
- Minimum of one-year related administrative or registration work experience in a client service environment
- Experience processing financial transactions and handling multiple payment methods.
- Experience using Microsoft 365, including Word, Excel, Outlook and Teams
- Knowledge of administrative and registration processes, records management practices and customer service standards
- Strong organizational, coordination and time management skills with the ability to manage competing priorities and deadlines.
- Demonstrated attention to detail and a high level of accuracy in data entry and records administration
- Effective verbal and written communication skills
- Strong interpersonal and customer service skills with the ability to build positive customer experience
- Ability to work independently and collaboratively within a team environment
- Commitment to life-long learning

ASSETS

- Experience using student information or registration management systems
- Knowledge of institutional policies, procedures, and confidentiality requirements related to student information management.
- Knowledge and understanding of Indigenous cultures, communities and northern Manitoba realities

CONDITIONS OF EMPLOYMENT

- Candidates must be a Canadian Citizen or Permanent Resident of Canada

Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)

UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities and visible minorities. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.

Please indicate in your subject line the competition number for which you are applying.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 -- and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

COMPETITION TYPE
Open Competition to the Public

COMPETITION NUMBER
26-109

CLOSING DATE
September 23, 2026

SALARY RANGE
\$56,380 to \$65,628 per annum
plus remoteness allowance if applicable

POSITION CLASSIFICATION
Clerk 4

POSITION LOCATION
The Pas, Manitoba; other UCN locations may be considered

POSITION TYPE
Full-Time Regular Position

APPLY TO
Email: hinfo@ucn.ca (PDF preferred format)
University College of the North,
Attention: Human Resources
P.O. Box 3000 R9A 1M7
Fax: (204) 623-4414