



JOB POSTING REGISTRATION SPECIALIST

Regular, Full-time

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

The Registration Specialist is responsible for the operation and administration of all registration activities including learner admission, learner enrollment, learner registration into programs/courses, learner grades, learner records/transcripts, course/program auditing and registration responsibilities related to certification of learner records. This position is responsible for the full-cycle of registration functions related to the learners/users of myOACAS Learning (The Provincial Training System). This position works closely with the Learning Management System (LMS) Technical Specialist to ensure that all tasks and responsibilities associated with the pre-live preparation of online courses (new and re-offer) are completed, per the associated timelines. This position also collaborates with the Learning Delivery Specialist to ensure all course information is accessible in a timely manner.

As a key member of the OACAS Learning team, reporting to the LMS Administrator, you will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

You have:

- Post-secondary degree in higher education administration, business administration or related field; technical courses and certifications relating to learning management system administration or equivalent combination of education and relevant experience
- Minimum of 5 years' experience in a training/learning registration (admission, enrollment, registrar) environment, preferably in an enrollment or records setting
- Demonstrated experience in student information systems and database software highly preferred
- Familiarity with Registrar best practices related to auditing records, registration policies and procedures including managing confidential information
- Excellent critical thinking, judgment, analytical and problem solving skills

- Excellent Customer Service skills
- Excellent problem-solving, interpersonal and negotiation skills Excellent Communications skills – written and oral
- Experience creating reports using standard report and database packages is an asset Planning and organizational skills, including the ability to multi-task and meet strict timelines
- Proficiency in Microsoft Office applications, including Excel, Word, PowerPoint and the ability to quickly learn new software programs such as Database Applications
- Positive attitude; values others and works well, both independently and in a team environment

Bilingual English/French would be an asset.

Child Welfare experience would be an asset.

Experience working with aboriginal and/or francophone communities would be an asset.

A copy of the full job description is available online at

<http://www.oacasgroups.org/uploads/Job%20Description%20-%20OACAS%20-%20Registration%20Specialist.pdf>

Salary: Grade 5 (\$54,310 to \$67,784)

Classification: Professional – Regular, Full-time

Location: Toronto, ON

APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by end of day Friday, September 23, 2016. Include cover letter with the resume file (as one document).

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.