



**Date:** May 31, 2023

**Competition:** #23-32A

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**APPLICATIONS ARE INVITED FROM FOR THE FOLLOWING FULL-TIME TERM POSITION  
(10 MONTH TERM)**

**Position:** Admissions Officer (Position #1000138)

**Division:** Student Affairs

**Reporting To:** Associate Registrar, Student Affairs

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**Summary:**

This position is responsible for admitting students in programs and processing program application forms and payments, enhancing the data integrity of the JIBC student information system, tracking and reporting data for transfer credit and prior learning assessment, participating in several annual projects involving external reporting and projects aimed at improving student experience, and assisting with Student Affairs functions.

**Primary Responsibilities:**

**Program Admissions**

- Corresponding with and providing information to prospective students and applicants regarding program admission through telephone and email and in-person;
- Uploading and reviewing program applications through the Education Planner BC website;
- Processing student applications and determining student eligibility for admission into programs with standard admission requirements;
- Authenticating documentation submitted by applicants, including English proficiency tests and international applications;
- Establishing and maintaining accurate student records related to Admissions;
- Processing and evaluating electronic transcripts received from the BC Ministry of Education and post-secondary institutions;
- Processing, assessing and sending admission status emails through Colleague;
- Establishing work priorities to ensure that application deadlines are met;
- Ensuring JIBC policies and procedures are applied and followed with respect to Admissions;
- Liaising with program areas in regards to student admissions, changes to admission requirements or program requirements, as well as program or course changes;
- Applying the Transfer Credit/Prior Learning assessment policies to program admissions;
- Keeping the Admissions webpage up-to-date;
- Managing Education Planner program application intakes through their website and maintaining JIBC program information of the external site.

**Transfer Credit**

- Applying the provincial framework of course and program articulations;
- Accepting, evaluating and processing TC/PLA;
- Maintaining up-to-date transfer credit database in Colleague;
- Using the BCCAT transfer system to evaluate and review TC.

### Data Integrity

- Assisting with data clean-up including academic catalogue, student biographic information, program withdrawals;
- Identifying and appropriately processing enrolment and financial links in Training Partner before consolidating records;
- Assisting in Central Data Warehouse reporting, including the cleanup of data as needed.

### Recurring Projects and Back-up

- Participating in workgroups on a project basis;
- Providing information and advising to students and employers on program admissions, a variety of tuition-based courses, enrolling students in classes, and providing Tier 1 support to student services related questions;
- Assisting with convocation, sorting and mail out of official documents and other convocation related duties as assigned;
- Performing other related duties as assigned.

### Qualifications & Requirements:

- Secondary school graduation or equivalent and a minimum of three years of directly related experience in an educational environment - bachelor's degree in a relevant discipline preferred;
- Demonstrated proficiency with database management (advanced knowledge of SIS systems) and MS Excel;
- Excellent computer skills (MS Office, email and Internet applications) and willingness to learn new systems;
- Knowledge of the BC Transfer Guide;
- Knowledge of provincial articulation and transfer procedures;
- Attention to detail;
- Demonstrated English language skills together with strong oral and written communication skills;
- Demonstrated initiative in the completion of work assignments;
- Demonstrated ability to communicate courteously and effectively in person, in writing, and over the telephone with staff, faculty, administrators, students and the public, including government and ministry personnel;
- Proven ability to work independently and as part of a team;
- Proven ability to work with a minimum of supervision, establish work priorities and to work in a high volume, detailed environment with attention to accuracy and timeliness.

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**Salary Range:** \$1,760.50 to \$1,992.90 bi-weekly (BCGEU Position – Grid 11) based on a 35 hour work week

**Posting Date:** May 31, 2023

**Closing Date:** Open until filled

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-32A, via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Please feel free to contact Lisa Middleton ([lmiddleton@jibc.ca](mailto:lmiddleton@jibc.ca)) for more information about this position.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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