

Posting #25-064CU

Admissions Officer Office of the Registrar Term, Full-time (September 2025 – May 2026)

Purpose

Reporting to the Associate Registrar, Enrolment, the Admissions Officer plays a key role in the admission of students to the University. The Admissions Officer is responsible for evaluating, ranking, and admitting students to the University of Northern British Columbia's (UNBC) graduate and undergraduate programs in an accurate, equitable, and timely manner, within the regulations and policies established by UNBC's Senate.

Responsibilities

Duties include but are not limited to:

- Processing admissions applications for various programs by reviewing for completeness and admissibility, granting and assigning transfer and block credit, calculating grade point averages (GPA) for domestic and international applicants, closing applications, and archiving files;
- Providing support to prospective and existing students; managing and handling student requests via mail, email, and phone; preparing related correspondence; and providing information and admissions packages;
- Compiling and tracking specific information, maintaining spreadsheets, preparing reports, and supporting the CRM;
- Monitoring admissions and liaising with Program Chairs and faculty members on selection decisions and admissions requirements; and
- Providing backup support, as required, for other duties during peak periods and special projects.

Qualifications

The successful candidate will possess a minimum of a two-year certificate or diploma in a relevant field, and 2+ years' experience in a Registrar's Office (or similar) environment. A clear, criminal record check is required.

The following attributes are considered essential for success in this position:

- Extensive knowledge of secondary and post-secondary education in British Columbia and Canada. The ideal candidate will have a strong understanding of undergraduate and graduate admissions;
- Proficiency in the use of the Microsoft Office suite (Word, Excel, etc.);
- Working knowledge and experience utilizing Banner or a comparable relational database;
- Strong organizational skills and the ability to analyze, research, and interpret information;
- Ability to problem solve, work under pressure, and maintain a high level of accuracy;

- Ability to effectively communicate and work collaboratively with staff, faculty members, and students;
- Working knowledge of the Freedom of Information and Protection of Privacy Act (FIPPA); and
- Knowledge of international education systems is an asset.

An equivalent combination of education and experience will be considered.

Equivalent experience must demonstrate:

- Working knowledge of reporting tools and complex relational database applications;
- Strong work history in a customer service focused environment with multiple stakeholders;
- Demonstrated ability to build and develop relationships;
- Excellent attention to detail while maintaining a big picture perspective;
- Multitasking and working under high pressure with conflicting deadlines and priorities;
- Excellent teamwork skills; and
- An understanding of and commitment to equity, diversity, and inclusion principles.

Salary

This position has been classified at a Grade 9. The annual salary range for this position is \$70,215.60 to \$73,127.60 and the normal starting salary will be \$70,215.60 pro-rated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated 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 status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the



North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-064CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on July 28, 2025.

