



International Student Program (ISP) Registrar

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| BULLETIN NUMBER: | 1021/E/25 | DATE POSTED: | February 26, 2026 |
| SCHOOL: | MONTEREY BOARD OFFICE | | |
| COMMENCING: | As soon as can be arranged | | |
| COMPENSATION: | Non-union Salaried | \$82,218 to \$89,873 | |
| HOURS: | 7.0 hours per day (12 months per year) | | |

JOB SUMMARY:

The ISP Registrar reports to the Director of the International Student Program and maintains direct and frequent communication with the ISP team, Divisional staff, partners, and parents inside and outside of Canada. The Registrar is responsible for overseeing student admissions and the complete, accurate and confidential records management of ISP student information across sectors from application to graduation/course completion. This position supports the strategic actions of the Multi-Year Strategic Plan

RESPONSIBILITIES AND DUTIES:

As the International Student Program Registrar, you will:

- Manage all ISP student information and records.
- Supervise admissions and registrations processes.
- Administer financial processes related to applications, admissions, refunds, commission, and tuition deposits, ensuring fairness and financial risk control.
- Facilitate government communication and compliance which will include reporting enrollment information to Provincial and Federal governments and transcript validation for foreign governments.
- Manage Provincial Attestation Letter (PAL) allocations and issuance in accordance with government quotas and reporting requirements.
- Extract and analyze enrolment data to assess internal trends, benchmark against market conditions, and support strategic planning and decision-making
- Provide guidance and training to ISP staff regarding how to use software related to records administration, including SIS, ISP database, and insurance partner portals.
- Navigate existing and emerging laws, regulations and requirements affecting international students' admission, registration, and attendance.
- Market existing and new post-secondary programs and enrolment capacity via ISP website, partner communications and social media.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

- Completion of post-secondary education in a related field is required and minimum three (3) years' experience working in enrollment, admissions, or student registrations for a public institution OR an equivalent combination of post-secondary education, training, and experience may be considered.
- Supervisory experience is required, including the ability to guide, train, and prioritize the work of others.
- Demonstrated experience in document and records management and applicable student information system software.
- Demonstrated experience working with international education is preferred.
- Demonstrated experience assessing education and English language proficiency credentials.
- Demonstrated experience with financial processes related to admissions, tuition deposits, refunds, or fee reconciliation, with an understanding of financial controls and risk management.
- Strong data analysis and reporting skills.
- Demonstrated experience with other countries and cultures and sensitivity to needs of immigrants, newcomers, and international students.
- Knowledge of the public school system.
- Knowledge of federal and provincial legislation related to international education.
- Excellent interpersonal, communication, critical thinking, and problem-solving skills, including policy interpretation, risk assessment, and process improvement.
- Demonstrated ability to deal with confidential and sensitive matters.
- Demonstrated ability to organize and prioritize multiple tasks including the tasks of others.
- Demonstrated ability to work with minimal supervision.
- Demonstrated ability to work effectively in a team environment.
- Demonstrated ability to create media marketing.
- Proficiency in Microsoft Office (Outlook, Word, advanced Excel, and PowerPoint).

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Review and comply with Divisional policies and guidelines.
- Continued employment is subject to maintaining legal eligibility to work in Canada.
- May be required to work non-standard hours which would include evenings and weekends.
- Respect In School or equivalent training is required.

APPLICATION PROCEDURE:

- Apply by using the LRSD online submission process at www.lrsd.net.
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.

The Louis Riel School Division is committed to:

- fostering employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities
- providing an inclusive and barrier-free experience for people with accessibility needs. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. To make a confidential request, send an email to the [Staff Services Department](#) so that the necessary arrangements can be made.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

APPLICATION DEADLINE:

4:00 p.m.; Wednesday, March 11, 2026



LRSD.NET

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