

The Canadian Memorial Chiropractic College (CMCC), established in 1945, is recognized internationally for excellence in chiropractic education, research and patient care.

Vision

Our vision is to be an academic institution recognized for creating leaders in spinal health.

Mission

Our mission is to deliver world class chiropractic education, research and patient care.

Our employees have a commitment and dedication to the advancement of health care. We continue to seek talented individuals who make a positive difference in living our vision and mission.

Position: Director, Student Services and Registrar, reporting to the Vice President, Administration & Institutional Planning (35 hours/week)

Responsibilities:

- Oversees the provision of support services to students from entry to convocation, including academic advisement, policy development, and communications.
- Responsible for and ensures the academic integrity of the student record.
- Oversees the recruitment and enrolment process from a strategic level.
- Acts as the official liaison between the Students Administrative Council and administration.
- Advocates on behalf of students in formal hearings.
- Leads the annual student satisfaction research program.
- Acts as a member of several institutional committees and is responsible for the development and mentoring of the student services staff (6 employees).

Qualifications

- A master's degree in a related field.
- Minimum of 8 years experience in a senior administrative role, including people management.
- Outstanding written and verbal communication skills, coupled with strong interpersonal skills.
- Critical and analytical thinker.
- Problem solver and decision maker.
- Customer focus.
- Business acumen.
- Political acumen and the ability to influence.
- Strategic thinker.

Interested applicants should submit their resume and cover letter (including salary expectations) by **June 30, 2011** to:

Canadian Memorial Chiropractic College
Attention: Human Resources Division
6100 Leslie Street, Toronto ON M2H 3J1
Email: hradmin@cmcc.ca

Please indicate the position title in the subject line.



We thank all applicants for their interest in the position; however, only candidates who meet the requirements of the position will be invited to an interview. No telephone calls please. Successful applicants shall be required to provide original transcripts to validate their academic qualifications as a condition of employment at CMCC.

