



**TAYLOR**  
SEMINARY • COLLEGE • E P WAHL CENTRE

## **Registrar (1/2 time)**

Taylor College and Seminary invites applications for the position of Registrar (1/2 time). Major responsibilities include:

- 1) responsibility for evaluating transcripts submitted by transferring applicants, in accordance with institutional policy;
- 2) supervise the maintenance of a comprehensive system of student records;
- 3) prepare class timetables;
- 4) review the credentials of all candidates for graduation and certify those qualified to the faculty; and
- 5) Provide vision, direction and implementation of policies pertaining to admission financial aid, student loans, registrations, retention and records.

Appropriate experience is required. A Masters Degree is preferred. Applicants must be committed to the [evangelical beliefs](#), [mission](#), and [core values](#) of Taylor College and Seminary, which are available at [www.taylor-edu.ca](http://www.taylor-edu.ca). All qualified candidates are encouraged to apply.

Review of applications will begin on January 16, 2012 and will continue until the position is filled.

Completed application packages, including full curriculum vitae and contact information for references, should be forwarded to:

Dr. David Williams, President  
**Taylor College and Seminary**  
11525-23 Avenue NW  
Edmonton, Alberta T6J 4T3

Email: [david.williams@taylor-edu.ca](mailto:david.williams@taylor-edu.ca)