



OSTTC Registrar
One (1) Full Time Position Available
Salary Range: \$55,200 – \$77,300

Grand River Employment and Training Inc. (GRETI) is seeking an accountable, analytical individual who is passionate about student success as well as professional development. The registrar is responsible for maintaining the academic records of all students and plans and implementing the registration process for programs and courses of studies for Ogwehoweh Skills and Trades Training Centre (OSTTC).

The OSTTC Registrar shall possess the following skills: excellent communication, highly organized and strong conflict resolution skills. In addition to these skills, you must possess the following qualifications:

Qualifications:

- ✚ Diploma in Social Sciences, Social Services, Business Administration or a related field
- ✚ Three (3) to five (5) years of experience in education administration preferred

If you have desire to assist individuals with furthering their education , tell us who you are by submitting the following:

1. Cover letter stating how you meet the qualifications of this position
2. Up to Date Resume highlighting your qualifications, and
3. Three (3) work related references (letters not required)

Please submit a covering letter and resume that demonstrates how you meet the requirements, GRETI cannot make assumptions about your education and experience. We thank all those who apply.

GRETI offers a competitive wage, group benefits and pension for full time employees, three (3) weeks' vacation to start, along with other non-required benefits

Applications must be submitted to: Human Resources, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0

Applications may also be faxed and emailed to **(Fax) (519) 445-4777** or **kristen@gretisn.org** until **4:00 PM** on **Friday September 25, 2026**.



GRETI is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by GRETI regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential. Based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.

Job Title:	OSTTC Registrar
Location:	Ogwehoweh Skills and Trades Training Centre
Reports To:	Student Services Team Lead

A. PURPOSE:

The **Registrar** is responsible for maintaining the academic records of all students and plans and implementing the registration process for programs and courses of studies for Ogwehoweh Skills and Trades Training Centre (OSTTC). The Registrar oversees the admissions process, including interviewing, scoring, and determining the eligibility of applicants for various programs and courses. This role ensures that prospective students are aligned with program requirements and are prepared for successful enrollment. The Registrar provides ongoing support to students by offering academic and bursary advising, and facilitating mentoring and referrals to appropriate resources. This position is key to fostering student success and ensuring a supportive and inclusive learning environment at OSTTC. Collaborate with other OSTTC staff to confirm graduation eligibility and verify that all requirements are met. Sign certificates of completion to uphold the integrity of the certification process.

The Registrar is responsible for assisting the department and organization in reaching their goals and objectives by continuously enhancing operations through more efficient and effective work processes while maintaining the level of professionalism expected by GRETI (as outlined in the Policies and Procedures Manuals) and upholding the ethics of the position.

B. CORE COMPETENCIES:

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|  Organization |  Decision Making |
|  Accountability |  Problem-Solving |
|  Dependability |  Conflict Resolution |
|  Confidentiality |  Public & Client Relations |
|  Communication |  Ethical & Professional Behavior |

C. QUALIFICATIONS:



The OSTTC Registrar shall possess a diploma in social sciences, social services, business administration or a related field with a three (3) to five (5) years of experience in education administration preferred.

Knowledge

- ✚ Three (3) to five (5) years experience in education administration preferred

Skills

- ✚ Highly organized & adaptable
- ✚ Problem solving, analyzing & conflict resolution skills
- ✚ Attention to detail is necessary
- ✚ Exceptional oral & written communications

FOR A COMPLETE COPY OF THE JOB DESCRIPTION, PLEASE CONTACT HUMAN RESOURCES at kristen@gretisn.org, please allow 24 hours for a return e-mail or call (519) 445-2222 ext. 3113.

We use artificial intelligence tools to support the screening, assessment, and selection of applicants in our GRETI hiring process. These tools assist our team and do not replace human decision-making.