



Registration Coordinator – Team Lead

The College of Alberta Psychologists (CAP) is seeking an experienced administrator for the role of **Registration Coordinator – Team Lead** to join our team to cover a parental leave.

The Registration Coordinator – Team Lead oversees the administration CAP's entry to practice and registration responsibilities as outlined in Part 2 of the *Health Professions Act*, CAP Bylaws, and policies. Provides/coordinates support to the Registration Advisory Committee and Registration Approvals Sub-Committee and all aspects of the registration process for applicants. Manages the day-to-day operation of projects and assists CAP activities and functions as assigned. Provides day-to-day leadership, guidance, and coordination for the Academic Credentials and Program Evaluation Coordinator, the Examinations Coordinator and Registration Assistant, and the Administrative Generalists. Proactively identifies and problem solves emerging registration issues, and resource requirements.

Qualifications:

- Post-secondary education in a relevant area with a minimum five years of progressively advanced administrative experience and/or substantially equivalent work experience.
- Demonstrated leadership, project coordination and information management skills.
- Proven ability to set good boundaries, establish positive interpersonal relationships and excellent conflict resolution skills.
- Supervisory experience.
- Adheres to the confidentiality policy in all matters pertaining to CAP.
- Exemplary planning, organizational and time management skills.
- Ability to anticipate issues/needs and work independently with minimal supervision as an integral part of a collaborative office team, especially in times of urgent or high-volume work-related demands.
- Proficiency with Microsoft Office applications and excellent knowledge of office practices and procedures.
- Demonstrated ability to assess situations with insightfulness, forethought and execute sound judgment.
- Proven ability to display professionalism and handle sensitive queries, materials and situations with confidentiality, tact and diplomacy in a variety of circumstances.
- Ability to support sound record maintenance and data collection as well as research projects that may be assigned.
- Demonstrated willingness and enthusiasm for continuous learning including the flexibility and adaptability to deal with change and manage with competing priorities of CAP, tight timelines and constraints.
- Displays strong work ethic, diligence and judgment.
- Proactive self-starter who takes initiative.
- Working knowledge of the mandate, mission and vision of CAP under the *Health Professions Act*.



A competitive salary is offered, commensurate with professional qualifications and experience.

CAP embraces diversity, inclusion, and equal opportunity. Please submit your application by February 18, 2025. Only those applicants selected for an interview will be contacted.

If you are interested in applying for the position of Registration Coordinator – Team Lead with CAP, please submit an application package to be emailed in PDF format to:

Dr. Richard Spelliscy, R. Psych.
Registrar and Chief Executive Officer
College of Alberta Psychologists
Email: registrar@cap.ab.ca

Your application package should include:

- Resume and cover letter
- Names and contact information of three professional references.

To learn more about the College of Alberta Psychologists, please visit our website at www.cap.ab.ca. Only those selected for an interview will be contacted.



POSITION DESCRIPTION

Title: Registration Coordinator – Team Lead

Last Revised: December 2024

Reports To: Registrar

Position Summary: Oversees the administration of the College's entry to practice and registration responsibilities as outlined in Part 2 of the *Health Professions Act*, College Bylaws and policies. Provides/coordinates support to the Registration Advisory Committee and Registration Approvals Sub-Committee and all aspects of the registration process for applicants. Manages the day-to-day operation of projects and assists with College activities and functions as assigned. Provides day-to-day leadership, guidance, and coordination for the Academic Credentials and Program Evaluation Coordinator, the Examinations Coordinator and Registration Assistant, and the Administrative Generalists. Proactively identifies and problem solves emerging registration issues, and resource requirements.

Responsibilities and Activities:

1. Administrative/Registration:

- Oversight of the academic credentials and program evaluation process, provisionally registered psychologist application process, examination processes (EPPP and LEAP), and all further aspects of the registration process.
- Processes Supervisor's Final Evaluations for registered provisional psychologists.
- Processes receipt of courtesy and mobility applications (CFTA, CPQ, NRHSP, ITP) and processing of all further aspects of these applications.
- Provides administrative support to the Registration Approvals Sub-Committee and the Registration Advisory Committee, and ad hoc committees arising from time to time, including taking and transcribing of meeting minutes as required, tracking tasks and coordinating committee outputs.
- Disseminates Registration Approvals Sub-Committee decisions to applicants.
- Coordinates and schedules registration appeals to Council.
- Maintains confidential registration files.
- Maintains the electronic database of College membership.
- Maintains and produces statistical information related to the process of registration and members.
- Leads the coordination of the annual membership fee collection process and ongoing receipt of membership fees in conjunction with the Finance Director.
- Develops policies and procedures that support the efficient and effective operation of the registration department.
- Provides back-up support to the Academic Credentials and Program Evaluation Coordinator and the Examinations Coordinator and Registration Assistant in times of increased workload, for

vacation or absence.

2. General Duties:

- Tracks and coordinates College committee listings, including committee appointments/vacancies, coordinating meetings, agendas, minutes, etc.
- Assists the Registrar, Deputy Registrar and Assistant Deputy Registrars as needed.
- Initiates, supports and undertakes all other administrative/ancillary activities assigned as they relate to the efficient operation of the College.

3. Communications:

- Excellent interpersonal, judgment, communication (verbal and written) and public relation skills with the membership, stakeholders and external consultants regarding the process of registration with the College.
- Maintains positive communication with committee members, panel chairs and chairs.
- Manages telephone calls and correspondence (both verbal and written).
- Communicates with government agencies and providing requested statistical data.
- Presents information sessions to requesting educational institutions.

4. Supervision exercised:

Supervises the Academic Credentials and Program Evaluation Coordinator, the Examinations Coordinator and Registration Assistant and the Administrative Generalists related to all functions and operations of the Registration Department.

The role, duties and assignments associated with the position may be amended as deemed necessary by the Registrar or delegate to ensure the strategic objectives of the College are met.

Knowledge, Skills and Abilities:

- Post-secondary education in a relevant area with a minimum five years of progressively advanced administrative experience and/or substantially equivalent work experience.
- Demonstrated leadership, project coordination and information management skills.
- Proven ability to set good boundaries, establish positive interpersonal relationships and excellent conflict resolution skills.
- Supervisory experience.
- Adheres to the confidentiality policy in all matters pertaining to the College.
- Exemplary planning, organizational and time management skills.
- Ability to anticipate issues/needs and work independently with minimal supervision as an integral part of a collaborative office team, especially in times of urgent or high-volume work-related demands.
- Proficiency with Microsoft Office applications and excellent knowledge of office practices and procedures.
- Demonstrated ability to assess situations with insightfulness, forethought and execute sound judgment.
- Proven ability to display professionalism and handle sensitive queries, materials and situations with confidentiality, tact and diplomacy in a variety of circumstances.
- Ability to support sound record maintenance and data collection as well as research projects that may be assigned.
- Demonstrated willingness and enthusiasm for continuous learning including the flexibility and

adaptability to deal with change and manage with competing priorities of the College, tight timelines and constraints.

- Displays strong work ethic, diligence and judgment.
- Proactive self-starter who takes initiative.
- Working knowledge of the mandate, mission and vision of the College under the *Health Professions Act*.