



Registrar

New Brunswick Society of Medical Laboratory Technologists (NBSMLT)

The NBSMLT, a non-profit organization, is the Regulatory Body and Professional Society for close to 700 medical laboratory technologists in New Brunswick and is seeking applications for a part-time contract position of Registrar to commence in October 2020.

POSITION SUMMARY:

The successful applicant shall report to and take direction from the NBSMLT Executive Director and Board of Directors. Responsibilities listed below include oversight of registration applications, membership renewal processing, and the Professional Development Program. The Registrar will work remotely, with occasional travel required for special meetings or conferences. Hours of work may include days, evenings and weekends.

DUTIES AND RESPONSIBILITIES:

- Maintain thorough knowledge of the NBSMLT Act, Bylaws and Rules.
- Maintain awareness of current issues and trends in medical laboratory technology
- Attend meetings as required by the Board, including monthly teleconference
- Oversee assessment of registration applicants and process annual registration renewals
- Maintain all registers and rosters as per the Act, as well as any other necessary records
- Use NB Government database (secure system) to maintain NBSMLT membership data
- Monitor professional development program
- Report and co-ordinate complaints as per the Act, Bylaws and Rules.
- Revise and edit publications, as well as provide light translation assistance
- Co-ordinate committees as required
- Assist in maintenance of NBSMLT website
- Draft proposals and policies as required
- Perform other duties as required and requested by the Board of Directors

QUALIFICATIONS AND SKILLS:

- Experience in Board Governance
- Experience in Regulation at the provincial or national level
- Strong verbal and writing skills in both French and English are essential
- Excellent interpersonal and communication skills
- Certificate in medical laboratory technology from the Canadian Society for Medical Laboratory Science
- Must meet requirements for registration with NBSMLT
- Minimum of 3 years recent clinical experience
- Excellent time management skills, and the ability to independently organize and prioritize tasks
- Computer skills in internet, MS Word, Outlook, Excel, PowerPoint, Publisher, Access & Adobe Acrobat
- Strong commitment to the organization is essential
- Ability to contribute and participate in operational improvement and advancement initiatives
- Courses/experience in management are an asset
- Knowledge of bookkeeping and/or budgeting is an asset
- Knowledge of website maintenance is an asset

TERMS OF EMPLOYMENT:

Part-time, annual contract position, up to 10 hours per week (hours vary)

Three-month probationary period.

Salary negotiable depending upon qualifications and experience.

Salary range: \$ 29.96-34.50/ hour depending upon qualifications and experience for this position.

Apply with your résumé/CV in confidence, outlining how you meet the above requirements by email to:

office@nbsmlt.nb.ca

Subject: Registrar Competition 2018

Applications must be received on or before September 25, 2020.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.