



Job Posting

Position: Registration Coordinator
(part-time term - anticipated end date of September 2026)

About the NSCDN

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) regulates dietitians and nutritionists in Nova Scotia. The College is led by its Registrar and Executive Director and governed by a Board of Directors comprised of both dietitians and government-appointed public members. Operating under the Dietitians Act, the NSCDN serves and protects the public interest by safeguarding and supporting safe, ethical, and effective dietetic practice.

The NSCDN values diversity, equity, and inclusion and actively seeks to create workplace where everyone feels respected, heard, and empowered. We encourage applicants from diverse backgrounds and experiences to apply, as we believe that an inclusive environment drives innovation and excellence.

Job Summary

The registration coordinator will address enquiries from potential applicants and process the registration of applicants to become licensed to practice as dietitians and nutritionists. The registration coordinator will oversee the scheduling of candidates for the Canadian Dietetic Registration Examination (CDRE), receive exam accommodation requests, support the Registration Committee, and will oversee the annual license renewal process.

This role requires 12 - 16 hours per week, based on the applicant's availability. Work hours are flexible and can be completed over two to four days per week. Most of these hours will be completed during business hours.

Qualifications

- Bachelor's degree in a relevant field
- Strong interpersonal skills and excellent written and verbal communication abilities.
- Demonstrated ability to exercise sound judgment, integrity, and professionalism.
- Self-directed and a team player.
- High degree of attention to detail.
- Ability to manage time, set priorities, and organize work effectively to meet deadlines.
- Proficiency with Microsoft Office 365.

Assets

- Current registration with the Nova Scotia College of Dietitians and Nutritionists (not required).
- Relevant experience with a regulatory body.
- Previous experience supporting applicants and committees.
- Post-graduate academic education in a related field.
- Experience in database systems.

Responsibilities

- Apply organizational policies relevant to this role.
- Process registration applications, ensuring accuracy and completeness.
- Respond to enquiries promptly and courteously.
- Maintain and manage applicant and registrant data related to registration.
- Utilize the online registration platform effectively.
- Process e-transfers and track fee collections.
- Provide support for the CDRE, including candidate registration, processing fee payments, managing accommodation and appeal requests, disseminating results, and communicating with candidates.
- Oversee the Continuing Competency Program and audit process.
- Assist the Registration Committee and Continuing Competency Committee by scheduling meetings, preparing draft policies, and recording minutes.
- Contribute to creating content for newsletters, annual reports, websites, webinars, social media, and presentation materials.

Next Steps

To apply for the position, please submit your résumé and cover letter to registrar@nscdn.ca by **February 13, 2025**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.