



College of  
Registered Nurses  
of Manitoba

# Registration Pathway Coordinator

Reporting to the Manager of Registration Services, the Registration Pathway Coordinator provides specialized support to applicants seeking registration with the College. They work closely with applicants to guide them through the most suitable registration pathways, to assist them in understanding the requirements, processes, and documentation, and to provide individualized, accurate, and timely information to support a smooth and transparent application process.

## Scope of this position:

- Serves as the primary point of contact for applicants.
- Provides clear, individualized guidance based on the information provided by applicants regarding their educational background and practice experience.
- Explains credential assessment processes, language proficiency requirements, bridging or education program options, competency assessments, and other registration steps.
- Assists with receiving, reviewing and processing applications for registration, identifying registration requirements as specified in legislation and College policy.
- Collaborates with the registration and communications team to develop applicant guides, FAQs, or internal decision-making algorithms.
- Identifies common applicant concerns and proactively recommends process improvements or updates to informational materials, including information made available on the College website.
- Documents the applicant's questions, barriers, and recommendations provided to enable follow-up.

## Education and experience:

- Completion of a university degree or an equivalent combination of education and experience
- Minimum 3 years of office experience providing complex and confidential administrative support
- Experience working with internationally educated professionals or within regulated professions strongly preferred
- Experience in advising, counseling, or client support roles an asset
- Strong understanding of cultural diversity, equity, and inclusion principles to assist in navigating complex socio-political issues
- Demonstrates a commitment to delivering exceptional customer service by actively listening, responding with empathy, and resolving inquiries efficiently
- Excellent communication and interpersonal skills
- Ability to explain complex information clearly
- Problem-solving and critical thinking skills
- Ability to manage multiple inquiries and priorities simultaneously
- Proficiency with MS Office, including Teams, SharePoint, and Excel

This position requires excellent organizational skills, flexibility, attention to detail, motivation to be self-directed, an ethical regard for confidentiality of information.

**To apply, please submit your resume and cover letter before noon on July 6, 2026 to:**

Susan Irwin, Manager of Human Resources  
[careers@crnm.mb.ca](mailto:careers@crnm.mb.ca)

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**THIS POSITION IS FULL-TIME WITH A SALARY STARTING AT \$59,553.  
WE ALSO OFFER A COMPETITIVE BENEFITS PACKAGE.**

*We thank all who apply, but only those chosen for an interview will be contacted.*