



Do you believe in the power of ideas, possibility, and in building community?

The Alberta University of the Arts (AUArts) is looking for an innovative and collaborative Registrar who is passionate about student success. The Registrar provides strategic, data-driven, and hands-on leadership to all employees within the Registrar's office, facilitating inclusive student services by ensuring consistent, efficient, and effective systems for admitting, registering, and credentialing.

### **Why AUArts?**

Alberta University of the Arts rests on the traditional Treaty 7 Territories of the Blackfoot people and in the spirit of our collective effort to promote reconciliation, we acknowledge the traditional territories and oral practices of the Blackfoot Confederacy, which includes Siksika, Piikani and Kainai, the Tsuut'ina, the Stoney Nakoda First Nations (Bears paw, Chiniki and Wesley), Metis Nation Region III, and all those who make their homes in the Treaty 7 Region of Southern Alberta.

AUArts is a community of thinkers, shapers, makers and risk takers. We are students, faculty, staff and alumni rich in diversity of culture and thought, challenged to fearlessly explore what moves us, drives us, and implores us to see the world differently.

The Alberta University of the Arts offers its 1,100 students studio-based programming that leads to a Bachelor of Fine Arts in one of nine disciplines, a Bachelor of Design in one of two, and an MFA in Craft Media. It has deep roots in Calgary's creative community and will soon be celebrating its centennial.

### **The Opportunity**

(Competition #2122-JU-MP-37)

Reporting to the Dean of Students, this position oversees all aspects of Registrar's Office and is responsible for the design, development, and management of AUArts registration processes. The Registrar is accountable for the development and publication of the University calendar, timetable & academic schedule, maintenance of official student records, financial aid services, academic progression, and degree audit.

### **Key Responsibilities:**

## **Operational Management**

- Oversee the human and financial resources of the Registrar's Office including managing applicable budgets and positions.
- Manage operations of the team, including departmental planning, workforce planning/recruitment, setting goals, conducting performance appraisals, mentoring, and coaching.
- In consultation with the Dean of Students, develop annual operating and capital budget allocations; administer and monitor annual budgets.
- Provide direction to the team regarding organizational goals and initiatives including strategic enrollment management.

## **Academic Administration Leadership**

- Provide strategic and operational leadership to all functions within the Registrar's Office maintaining best-practice procedures for all aspects of registration, scheduling, timetabling, fee assessment, and student records.
- Interpret and administer academic regulations in accordance with national and regional guidelines, and University policies and procedures including academic requirements, progression, graduation eligibility and student records.
- Direct the development, publication and distribution of the annual academic schedule and timetable, and University calendar, in consultation with academic leaders.
- Implement the annual fee schedule, direct the administration of student fee assessment, refunds, tuition tax receipts and authorize tuition fee deferments in accordance with established University policy and procedure.
- Oversee policy and procedure reviews, updates, and implementation. Fulfill Registrar duties within policies and procedures including approving or denying requests and hearing and adjudicating complaints under the Student Code of Conduct.
- Negotiate, coordinate and update transfer credit agreements between the University and other post-secondary institutions.

## **SIS & Records Management**

- Lead the management of the student information system (Banner) ensuring maintenance and accuracy of information to support essential University functions. Identify, prioritize, and implement system modifications.
- Oversee all student records to ensure high-quality customer service, academic integrity, data management standards, ensuring confidentiality and best practices in record storage, maintenance, and retention.
- Provide training to staff on updated processes and systems.

## **Projects & Committees**

- Represent the University and department on internal/external committees including General Faculties Council and Dean's Council.
- Lead and support projects to implement new processes, tools and integrate solutions across the organization.

- Assist the Dean of Students and leadership team on special projects that require registrar oversight and direction.

### **The successful candidate will have:**

- Master's degree in public administration, education, business administration or related discipline
- 5-7 years progressive leadership experience in a Registrar's office in a post-secondary institution, an equivalent combination of education and experience will be considered
- Demonstrated experience leading teams including performance management and mentoring
- Demonstrated experience managing extensive academic timetables, schedules, fees, and budgets
- Demonstrated experience in managing and leading change
- Advanced knowledge of post-secondary legislation, policies, and procedures
- Advanced proficiency in SIS software (e.g., Banner), Microsoft Excel and systems integration

### **Preferential qualities include:**

- Experience in project management and implementation within a post-secondary
- Experience implementing enrolment management strategies
- Experience representing institutions within governance committees

AUArts offers an attractive benefit package, with annual salary dependent upon skills, education and experience.

### **How to Apply**

Applications including a Cover Letter and Resume/CV may be submitted on our [AUArts Careers page](#)

Please visit our [Application FAQs](#) page to ensure your application is complete prior to submission.

AUArts is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the university. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at [foip@auarts.ca](mailto:foip@auarts.ca).