



Associate Registrar & Director, Student Records & Scheduling

York University champions new ways of thinking that drive teaching and research excellence. Through cross-disciplinary programming, innovative course design, diverse experiential learning and a supportive community environment, our students receive the education they need to create big ideas that make an impact on the world. Located in Toronto, York is the third largest university in Canada, with a strong community of 53,000 students, 7,000 faculty and administrative staff, and more than 300,000 alumni.

In this role you reporting to the University Registrar, the Associate Registrar & Director, Student Records & Scheduling (AR & D) supports the academic mission of the University by providing leadership to, academic records management student enrolment, scheduling services and credential certifications within the Office of the University Registrar (OUR). As part of the University Registrar's leadership team, the AR & D provides strategic advice, issues management, and leadership with respect to their areas of responsibility. The AR & D leads major cross-functional planning and delivery initiatives on behalf of the OUR and may exercise decision-making authority as delegated by the University Registrar. In advancing the Division of Students' vision as 'Partners in Student Success', The AR & D collaborates with the colleagues in the OUR including financial aid, recruitment and admissions, student information systems and student services. This position provides direct leadership and strategic management to five registrarial areas: Records Management, Document Management, Degree Audit and Special Programs, Academic Scheduling and Accommodated Tests and Exams. These areas provide a range of core services to students, faculty, staff, alumni, academic units and other campus operations in support of the student experience and student success and the academic mission. Key responsibilities include long-term planning to achieve institutional, divisional and registrarial objectives. ensuring the accuracy, integrity and confidentiality of the official student record for all 55,000 active students and over 300,000 alumni. and administering Senate approved University policy in a manner that is student focused, fair and transparent. Also, key to the success of this role is the responsibility for effective human resource management encouraging employee growth and development and ensuring compliance with York human resources policies and practices, appropriate collective agreements and related employment legislation. As a senior representative of the OUR, the AR & D maintains strategic partnerships within the Provost and VP, Academic's portfolio. The AR & D collaborates with other offices such as faculties, Students' Union/student government, the Graduate Students' Association, and University Information Technology (UIT) to build and maintain operations and systems. Works with counterparts at other post-secondary institutions to foster inter-institutional collaboration and an understanding of registrarial best practice across the U15 Group of Canadian Research Universities as well as Universities within Ontario. This position requires a student-focused professional who shares and lives the Division of Students values: Respect,



Excellence, Innovation, Collaboration, Accountability, Care and Inclusion. These values must be demonstrated through a commitment to service excellence whereby the incumbent treats members of the community with care, values their time, strives for personal best, and, collaborates to improve service experiences for all.

To be considered for this opportunity, you will bring the following:

University degree required preferably with master's level training in education. courses and/or experience in strategic and financial planning management, technical systems and human resources management highly desirable. Ten years in a management position within a postsecondary setting or a large complex organization. Proven track record of successfully prioritizing, managing and implementing large scale projects preferably in an educational context. Strong understanding of the theory and practice of enrolment management and its relationship to the delivery of quality student services. Demonstrated skill in the formulation and implementation of policies, programs and strategies that support an institution's enrolment management objectives and overarching academic plan. Past experience with work process review, technology implementation and change management preferred. Evidence of past experience of a varied nature establishing strategic direction and related execution. A thorough understanding of University regulations, policies and procedures. Demonstrated ability to handle conflict resulting from change management implementation and/or daily operational challenges. Demonstrated project management and negotiation skills. Demonstrated skill in promoting collaboration and collegiality. Excellent communication skills (written and verbal). Demonstrated ability to use sound judgement, initiative and creative problem solving. Excellent organizational skills including the ability to meet pre-defined deadlines and coordinate a number of projects simultaneously. A proven track record of working productively and collaboratively with peers and units to achieve desired objectives. an ability to be innovative, forward looking and to take risks to bring about change and improve service delivery.

For full position details and to apply to this exciting opportunity visit <http://www.yorku.ca/jobs>

We offer comprehensive benefits and access to superb educational and recreational facilities.

For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>

***Compensation:** FTE Annual Hiring Salary:\$124,611 - \$150,927

Beginning with the May 1, 2020 to April 30, 2021 performance cycle, permanent York University employees in salary grades D through J are eligible for a performance dependent annual Merit Incentive Award as part of total compensation.



The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.

York University employees must apply to jobs through the Employee Career Portal - YU Hire. If you are a current York University employee and/or are using your rights under a collective agreement to view and/or apply to jobs, you MUST log into YU Hire to access the York University Employee Career Portal.

PLEASE NOTE: All applications must be received by 11:55 pm EST on the posted deadline date, if applicable.