**Job Title: Deputy Registrar – New Student Enrolment**

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| **Faculty/Department:** Office of the Registrar (OTR) | **Employee Group:** Administrative  |
| **Campus:** Davis (May be assigned activity at any Sheridan campus) | **Payband:** NO |
| **Reference #:** 19/A/127 | **Hiring Range:** $146,057-$153,744  |
| **Application Deadline:** December 6th, 2019  |  |

Reporting to the Registrar, the Deputy Registrar, New Student Enrolment is a key bridge between Sheridan administrative and academic units by contributing strategic leadership to the development and delivery of a multi-year strategic enrolment management plan, including the establishment of enrolment goals and targeted admission and recruitment strategies. The Deputy Registrar provides strategic and overarching operational leadership for the Recruitment, Admissions and Contact Centre areas within the Office of the Registrar (OTR). This includes: transforming the prospective student and applicant experience; re-imagining processes; fostering insights to the needs of prospective domestic and international students and applicants and current students; and planning and implementing the structures, resources, policies, programs, services, and technological innovations to optimize new student enrolment and the institution’s fiscal health.

The Deputy Registrar leads the strategic alignment and integration of domestic and international admissions and recruitment, expanding the use of analytics and metrics to understand and leverage admission and enrolment data. The incumbent identifies operational synergies and guides operations within the various Registrarial areas, resolving complex issues and escalations. The Deputy Registrar leads major planning and delivery of projects/ initiatives and collaborates with leaders across the Academic and SEEM (Student Experience and Enrolment Management) divisions on strategic initiatives to meet enrolment objectives and meet the needs of prospective students and applicants, as well current students.

In addition, the Deputy Registrar leads OTR policy governance and interprets Ministry requirements related to the portfolio, operationalizing these requirements, and overseeing compliance.

In the absence of the Registrar, the Deputy Registrar may assume the role of Acting Registrar and may exercise decision-making authority as delegated by the Registrar.

**Specific Responsibilities:**

* Collaborates with the OTR leadership in the development of Sheridan’s strategic enrolment planning and management activities; engages in high-level oversight, analysis, and decision making of OTR initiatives and services
* Plays a lead role in the development and implementation of the OTR’s strategic plan
* Leads strategic planning exercises related to its portfolio – applies an understanding of the changing admissions and enrolment management environments, to develop and deliver on the vision, goals and strategies for the portfolio
* Collaborates to develop new strategies for recruitment and to market Sheridan positively;Develops and implements a targeted marketing and recruitment plan to achieve international and domestic enrolment and retention targets
* Leads, and is accountable for, the annual admissions process timelines and for the integrity of applicant and admission process and the service delivery model
* Provides leadership for the strategic marketing and communication decisions and plan; ensures the admissions and recruitment related web and print communications are relevant
* Develops resource plans in consultation with the OTR leadership and allocates resources to meet the objectives and evolving requirements, enrolment targets and deadlines
* Builds strong relationships and collaborates with the Sheridan community across all campuses to guide strategic OTR change initiatives; Fosters the exchange of ideas and innovative solutions that transform the student experience
* Utilizes data and statistics to forecast trends in admissions, creating monthly and annual reports
* Monitors, analyses, and optimizes service performance metrics
* Provides expertise and guidance regarding emerging trends and initiatives in post-secondary education
* Provides inspirational, results oriented leadership and guidance to team; optimizes team and individual performance
* Other related projects and initiatives

**Qualifications**

* Master’s degree in Education, Business, or related field. Courses in financial planning management, technical systems or human resources management are desired.
* A minimum of 9 years of experience working in a registrarial setting; including 5 years in a leadership role optimizing efforts to meet institutional enrolment intake targets both domestically and internationally
* Experience enhancing service delivery by leveraging technologies such as a client relationship management system to foster targeted communication and engagement, and document workflow management tools to support a streamlined application process
* Experience developing/implementing policies, programs and strategies that support an institution’s enrolment management objectives and overarching academic plan
* Strong understanding of the theory and practice of strategic enrolment management, including planning practices and its relationship to student success
* Expert knowledge of, and experience with, post secondary education regulations, policies, procedures, emerging trends and best practices related to recruitment admission, conversion, customer service and planning practices
* Demonstrated ability to develop and cultivate strategic partnerships with a variety of internal, external, domestic and international stakeholders
* Collaborative leadership skills with an ability to develop, motivate and energize others
* Change leadership – inspirational leadership, illustrating the ability to foster collaboration and motivate stakeholders through innovative change (e.g. process review, technology implementation)
* Proven success at building professional credibility and reputation for results at all organizational levels
* Has successfully planned and executed high visibility projects with multiple internal and external constituents
* Innovative, forward looking, creative issue resolution
* Superior communication skills (both oral and written); Able to effectively articulate Sheridan’s vision and engage all levels and constituents
* Evidence of sound judgement and initiative

*Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process.  At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.*

*Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.*

**Please apply online: https://www.sheridancollege.ca/working-at-sheridan.aspx**