

About Kwantlen Polytechnic University

KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers. KPU strives to implement initiatives that will attract, support, engage, and retain KPU's people and create a transformative, dynamic, progressive environment where all employees see themselves as contributing to student learning.

At KPU we combine academic excellence with practical, hands-on and experiential learning opportunities that prepare our graduates for successful and rewarding careers, while also providing them with the critical understanding necessary for good citizenship.

We ensure that our graduates are prepared for a lifetime of learning and re-learning so they can adapt to the fast pace of change in the workplace and in society at large.

Located in the Lower Mainland region of British Columbia, KPU offers a diverse range of credentials – including citations, certificates, diplomas, associate and bachelor's degrees – designed to successfully meet the evolving needs of regional and global employment markets. We offer work-integrated and service learning, connections to business and industry, and a supportive learning environment.

Our post-baccalaureate and graduate diplomas further enhance opportunities for working professionals to augment their knowledge and skills.

With programs in Arts, Business, Science and Horticulture, Health, Design, Trades and Technology, English language studies, adult upgrading and qualifying studies, KPU has proudly served the South Fraser Region of the Lower Mainland since 1981.

KPU has five campuses: three in Surrey, and one each in Richmond and Langley, with over 1,500 employees and over 20,000 students.

As Canada's only polytechnic university, we offer you the opportunity to make a positive impact in the communities we serve, through a meaningful career working in a collaborative and inclusive culture. Join us and discover how KPU is a place where thought meets action.

To learn more about KPU, please visit our [website](#).

Our **VISION** 2026 is focused on people – the people who learn and work at KPU, as well as those in our communities who believe in what we do and want to be part of our story. This focus will ensure we remain true to both our vision and our mission.

VISION

As Canada's only polytechnic university, KPU is a learning ecosystem rooted in a culture of sustainability, creativity, justice and quality that inspires our people and our communities.

MISSION

By thinking and acting together, we transform lives and empower positive change.

For more information about our University Executive and Organization Chart, please click [here](#).

**THE OPPORTUNITY: ASSOCIATE VICE PRESIDENT, ENROLMENT SERVICES AND REGISTRAR –
Competition ID: 2932**

Reporting to the Vice President, Students, this position is responsible for advancing the University's strategic and academic plans and champions services, processes, policies and systems that support the recruitment, admission, enrolment and success of a diverse student body. The Associate Vice President (AVP), Enrolment Services & Registrar ensures the integrity of student academic records and compliance with relevant legislation, standards and policies. They also work collaboratively with constituents across KPU's campuses and external bodies to implement systems, policies and procedures that support a high-quality educational experience for all of KPU's preparatory, vocational, undergraduate and graduate students.

Under BC's University Act, the AVP serves as the Senate Secretary and Secretary of the Convocation as well as the University's Chief Returning Officer, providing oversight for the University Senate and Board of Governors elections.

Reporting directly to this position are the Divisional Business Manager and the Associate Registrars overseeing Recruitment, Admissions, and Transfer Credit; Student Records, Curriculum, and Graduation; Scheduling, Registration, and Student Enrolment Services; as well as Student Systems and Projects.

WHO ARE WE LOOKING FOR:

- Successful track record in developing and implementing admissions, records and registration programs and services.
- Ability to plan and manage at both the strategic and operational levels and successfully lead and manage change in a multi-union, complex environment.
- Sound understanding of strategic enrolment management concepts, academic policies and processes that contribute to a quality undergraduate experience.
- A proven track record in technology-driven solutions that enhance the student experience; familiarity with the Banner Student System is strongly preferred.
- Demonstrated experience in gathering data and analysis, compiling information, and preparing and presenting reports.
- Seeks operational efficiencies through continuous business process improvement.
- Ensures compliance with university regulations, acting as a guardian of the student record.
- Serves as a champion of student issues.
- Experience developing, planning and administering complex and diverse projects; ensures integrated planning through the alignment of operations with resources.
- Demonstrated understanding and leadership in support of UNDRIP and the Truth and Reconciliation Commission's calls to action.
- Demonstrated leadership style that is creative, solutions-minded, collaborative, productive, outcome oriented, and effective in leading teams.
- Demonstrated ability to establish and maintain effective working relationships with all levels within the institution and with students.
- Ability to communicate effectively, both orally and in writing with a wide range of constituencies in a diverse community.
- Ability to solve complex problems.
- Proven ability to exercise tact, diplomacy, and conflict resolution skills.
- Proven track record of effective team management and implementing change resulting in service quality, staff productivity and systems effectiveness and efficiency.

WHAT EDUCATION AND EXPERIENCE SHOULD YOU HAVE?

- Master's degree required.
- A minimum of 5 years' experience in a registrarial capacity at an accredited university.
- A minimum of 5 years managerial experience in progressively more senior positions.

- Or an equivalent combination of education and experience.
- In-depth knowledge of post-secondary policies and procedures.

THE LOCATION:

KPU is a multi-campus institution. Travel between campuses will be required.

WANT TO KNOW MORE?

[Click here to view the full position description](#)

Salary Information - Administrative Salary Grid - \$130,738 to \$200,465

The compensation range is the span between the minimum and maximum base salary (as listed above) for a position. Approximately halfway between the minimum and the maximum represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired, transferred or promoted between the minimum and approximately halfway of the salary range for a job. Annual salary increases are available through participation in the Administrative Performance Management program

Why Join KPU?

- Recognized as one of B.C.'s Top Employers
- KPU is committed to actively fostering an equitable and inclusive working environment
- Competitive compensation
- Hybrid environment, flexible work around core hours
- Defined Benefit Pension Plan – through BC's College Pension Plan
- Extended Medical, Dental, Healthcare Spending Account, Sick Leave, Long Term Disability, Life Insurance, Optional Life Insurance, Accidental Death and Dismemberment, Emergency Travel Assistance, Employee and Family Assistance Program, Teledoc
- Professional Development Days: up to 10 days paid per year
- Maternity and parental leave top-up
- Generous vacation package
- Campus athletic and fitness centers with a variety of instructor-led classes
- Tuition waiver program – eligible to waive tuition costs of courses at KPU equivalent to 3 credits per semester
- Inhouse training and development
- Networking and social events such as KPU Day, Holiday Social etc.
- Intercampus shuttle
- Access to automotive, horticulture, brewery and other programs' services
- Clubs: Jeopardy, Toastmasters, E-sports, Ted Talks etc.
- Library and Bookstore (discounts)

Does this role sound like it was made for you, yet you don't check every box?

We at KPU understand that experiences and qualifications may look different for everyone and, if this job description is of interest to you, we encourage you to apply.

READY TO APPLY?

Applications must be submitted online via the KPU Career Centre. Please ensure to provide a resume and a cover letter as part of your application.

A resume review will be conducted on November 13th however this position will remain open until filled.

For inquiries or recommendations, please contact:

Navneet Sidhu

Manager, Talent Acquisition

Email: navneet.sidhu4@kpu.ca

Christina Heltzel

Talent Acquisition Specialist

Email: christinaheltzel@kpu.ca

Note to Applicants:

Kwantlen Polytechnic University welcomes and encourages applications from equity deserving groups and diverse experiences including, but not limited to, Indigenous people, racialized people, people with disabilities, and members of the 2S/LGBTQIA+ community.

If there are any barriers that you are experiencing or an accommodation that we can provide to support you through the application process, please reach out to us at humanresources@kpu.ca.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants for their interest in employment with KPU. Only those selected for an interview will be contacted.

Kwantlen Polytechnic University is committed to protecting the safety and welfare of employees, students, and the general public, and upholding the reputation and integrity of the University. For this reason, final applicants will be asked to undergo a background check.