




# University of Alberta

## Assistant Registrar, Indigenous Enrolment Management

Edmonton, AB, Canada (On-site)

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### JOB INFO

Job Identification	3436
Job Category	Administrative Management
Posting Date	01/20/2026, 11:24 AM
Apply Before	02/08/2026, 11:55 PM
Job Schedule	Full time
Locations	 Edmonton, AB, Canada (On-site)
Category Type	Academic
Position Type	Administrative and Professional Officer (APO)
College/Administrative Portfolio	VP Academic
Faculty/Department	Office of the Registrar
Annual Salary Range	\$81,048 to \$135,078

## ABOUT THE TEAM

The Office of the Registrar (RO) plays a key role in every aspect of the student experience, from recruitment to graduation and beyond. The RO also supports the broader campus community, including faculties, departments, and other units.

## JOB DESCRIPTION

*This position is part of the Association of the Academic Staff of the University of Alberta (AASUA).*

In accordance with the [Administrative and Professional Officer Agreement](#), this position has a comprehensive [benefits package](#) and an annual salary range of \$81,048 to \$135,078.

**Location** - This role is hybrid, with a mix of remote and in-person work. Work primarily takes place at North Campus, Edmonton. The position requires occasional travel to all campuses and throughout other regions of Canada, in particular Alberta, British Columbia, Yukon, the Northwest Territories, and Nunavut.

The Assistant Registrar, Indigenous Enrolment Management (IEM) is accountable for leading strategic initiatives dedicated to Indigenous prospective student engagement & recruitment. This role oversees 3 staff members directly and provides cross-functional oversight for an Indigenous Student Financial Support Coordinator, who reports to the Student Financial Support team.

In 2022, the University of Alberta launched its Indigenous Strategic Plan, Braiding Past, Present, and Future, which is an important step in our institution's commitment to reconciliation in post-secondary education, research and addressing the historical legacy of the residential school system and Canada's colonial history in a meaningful and lasting way.

Within the strategic plan, there is a specific goal focused on the recruitment, retention, and completion rates of Indigenous students. The Indigenous Enrolment Management unit plays a key role in achieving this goal by developing effective Indigenous student recruitment and retention practices that make the University of Alberta a destination of choice. This work is informed by strong relationships with many partners, including colleagues, school counsellors, and Indigenous communities, to ensure that our approaches address the particular needs and

challenges faced by diverse Indigenous populations within Canada.

## RESPONSIBILITIES

- Leads the development and implementation of the Indigenous undergraduate recruitment strategy and action plans. Ensures alignment with the University of Alberta's Indigenous Strategic Plan, overall strategic enrolment management objectives, and the goals/priorities of the Office of the Registrar.
- Collaborates with stakeholders across the University of Alberta and in the wider community to evaluate, develop and improve initiatives, processes, and policies that impact recruitment and admissions to achieve strategic goals.
- Collaborates with the Student Recruitment team on initiatives supporting student recruitment and undergraduate enrolment, ensuring that tactics, plans, and messaging are complementary and coordinated with the overall domestic recruitment strategy.
- Collaborates with Student Financial Support on initiatives and programs supporting Indigenous student financial support and outreach.
- Provides strategic advice and guidance on Indigenous recruitment to senior administrative and governance groups.
- Identifies opportunities for improvement to processes and practices within the Office of the Registrar that impact Indigenous students and provides recommendations.
- Responsible for the implementation of the University of Alberta's Indigenous identification documentation verification policies and processes for undergraduate admissions and awards.
- Develop staff to build their capacity and capability. Creates an environment where diverse ideas, perspectives, and achievements are recognized, rewarded and celebrated.
- Ensures protocols exist for Indigenous community engagement in prospective student recruitment.
- Hosts an institutional Indigenous Recruiter Circle to share knowledge and expertise related to Indigenous recruitment and initiatives with staff, internal units and external stakeholders.
- Serves as the Vice-Provost & Registrar's delegate on committees and working groups as required.

## QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred.

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- Minimum of five (5) years of progressively responsible supervisory and people-leadership experience.
- Demonstrated lived experience and deep personal understanding of Indigenous worldviews, practices, and ways of knowing.
- Established, respectful relationships with Elders, Traditional Knowledge Keepers (TKKs), and/or Indigenous cultural knowledge holders.
- Familiarity with Treaty 6 First Nations communities and Métis Settlements within Alberta.
- Strong understanding of the history and ongoing impacts of colonization in Canada, including implications for Indigenous identity verification policies and processes.
- Demonstrated experience leading or participating in meaningful community consultation and engagement.
- High degree of cultural humility, sensitivity, tact, and diplomacy.
- Proven ability to lead, inspire, motivate, and manage staff in complex environments.
- Demonstrated ability to work collaboratively within a large, complex institutional setting, engaging diverse stakeholders across multiple disciplines.
- Consistent record of modelling professional, ethical, and collaborative behaviour.
- Solid understanding of recruitment and retention strategies, with sound knowledge of student development and enrolment management principles.
- Familiarity with Alberta's K–12 system, Campus Alberta, and secondary and post-secondary education systems across Canada.
- Strong analytical skills, with the ability to research, analyze, and synthesize complex issues and quantitative data.
- Excellent written and verbal communication skills.
- Strong computer literacy and proficiency with modern office and enterprise systems.

### **Preferred Qualifications**

- Ability to speak and communicate in one or more Indigenous languages.
- Experience with enterprise systems such as Campus Solutions, Freshservice, and Slate.

### **Application Instructions**

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Please submit your resume and cover letter.

This role requires confirmation of First Nation, Métis or Inuit membership or citizenship. Selected applicants will be asked for documentation prior to attending an interview.

## ABOUT US

*The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages and cultures of First Nations, Métis, Inuit and all First Peoples of Canada, whose presence continues to enrich our vibrant community.*

The University of Alberta is a community of knowledge seekers, change makers and world shapers who lead with purpose each and every day. We are home to over 14,000 faculty and staff, more than 40,000 students and a growing community of 300,000 alumni worldwide.

Your work will have a meaningful influence on a fascinating cross-section of people - from our students and community members, to our renowned researchers and innovators, making discoveries and generating solutions that make the world healthier, safer, stronger and more just. [Learn more.](#)

At the University of Alberta, we are committed to creating an inclusive and accessible hiring process for all candidates. If you require accommodations to participate in the interview process, please let us know at the time of booking your interview and we will make every effort to accommodate your needs.

**We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.**

All University employees have a responsibility to foster a workplace that prioritizes safety in all its forms—physical, cultural, and psychological. This is achieved by promoting a safe environment, adhering to all safety laws, policies and procedures, completing all required safety training, identifying hazards and implementing controls, reporting

incidents, and contributing to a culture of belonging and respect, while endeavoring to ensure that all colleagues feel valued and safe to express their thoughts, perspectives and concerns.

The University of Alberta is committed to creating a university community where everyone feels valued, barriers to success are removed, and thriving connections are fostered. We welcome applications from all qualified persons. We encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, persons of any sexual orientation or gender identity and expression, and all those who may contribute to the further diversification of ideas and the University to apply.

L'Université de l'Alberta s'engage à créer une communauté universitaire où chaque personne se sent valorisée, où les obstacles à la réussite sont éliminés et où des connexions enrichissantes peuvent se développer. Nous accueillons les demandes de toutes les personnes qualifiées. Nous encourageons les femmes; Premières nations, Métis et Inuits; membres des groupes minoritaires visibles; personnes handicapées; personnes de toute orientation sexuelle ou identité et expression de genre; et toutes les personnes qui peuvent contribuer à la diversification des idées et à l'université à postuler.

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