




# University of Alberta

## Associate Registrar, Student Recruitment and Admissions

Edmonton, AB, Canada (On-site)

### JOB INFO

Job Identification	3707
Job Category	Administrative Management
Posting Date	04/01/2026, 09:57 AM
Apply Before	04/14/2026, 11:55 PM
Job Schedule	Full time
Locations	 Edmonton, AB, Canada (On-site)
Category Type	Excluded
Position Type	Management And Professional Staff (MAPS)
College/Administrative Portfolio	VP Academic
Faculty/Department	Office of the Registrar

### ABOUT THE TEAM

The Office of the Registrar (RO) plays a key role in every aspect of the student experience, from recruitment to

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graduation and beyond. The RO also supports the broader campus community, including faculties, departments, and other units.

## JOB DESCRIPTION

**Location** - This role is in-person. Work primarily takes place at North Campus, Edmonton.

Guiding students through the processes of recruitment, registration, and on through convocation, the Office of the Registrar is the first and consistent point of contact for UAlberta students during the course of their studies. As “the face of the University,” the Office of the Registrar is a key contributor to the overall student experience at the University of Alberta.

Reporting to the Vice-Provost & University Registrar, the Associate Registrar, Student Recruitment and Admissions, provides strategic and operational leadership for a complex enrolment portfolio, with a mandate to strengthen service delivery, modernize processes, improve systems use, and build a more integrated, agile, and student-centred recruitment and admissions operation within the Office of the Registrar. Annually, the University of Alberta processes over 55,000 applications and connects with nearly 80,000 prospective students.

This role provides leadership across the following units:

- Admissions, which oversees undergraduate and professional admissions
- Student Recruitment, which leads domestic undergraduate and graduate recruitment, provides prospective student advising, and supports recruitment of international students studying in Canada
- International Recruitment
- Indigenous Enrolment Management

The Associate Registrar, Student Recruitment and Admissions will align leaders and teams around clear priorities, build support for change, and deliver measurable improvements in service, process, and operational performance. As steward of University resources (physical, human, and financial), they allocate resources strategically to advance organizational objectives. They

straddle the worlds of operational and strategic leadership, translating strategic vision into clear operational plans, sustainable structures, and practical improvements to systems, workflows, and service delivery. In all facets of this role, the Associate Registrar endeavors to integrate and advance the University's commitments to access, community, and belonging.

### RESPONSIBILITIES

- Works with staff to define operational plans, with a specific focus on student recruitment and admissions, and in alignment with the strategic direction of the Office of the Registrar and the broader University. Implements action plans based on these objectives by assigning the right resources to achieve concrete results and respond to organizational priorities.
- Establishes clear performance expectations and metrics for the area; measures performance regularly and recognizes achievement. Holds self and area accountable for meeting performance objectives. Intervenes when area performance is waning. Motivates and/or removes barriers to achievement.
- Leads service and process transformation across the portfolio, including workflow redesign, policy and process simplification, systems optimization, automation, and the reduction of manual, duplicative, or fragmented work.
- Drives clearer service standards, role clarity, and hand-offs across recruitment, admissions, and partner units to improve the student experience and reduce operational friction.
- Contributes expertise and insight on enrolment management and registrarial practice to the development of University, portfolio, and area strategies and institutional governance and policies.
- Acts as a key member of the Office of the Registrar Executive Leadership team and provides expert strategic advice and support to the Registrar in the direction of the organization.
- Champions the development of proactive strategies or initiatives. Educates the University on emerging trends in the area of enrolment management, including but not limited to: recruitment, strategic enrolment management, and admissions. Anticipates impacts of these trends

- on future service delivery and addresses any workforce planning requirements.
- Partners with systems and service innovation teams to maximize the use of Slate and other core platforms, improve system integration, and identify responsible opportunities for automation and AI-enabled process improvement.
  - Identifies key influencers and creates internal networks across colleges, faculties, units and within the Office of the Provost and University Governance. Uses networks to shape objectives and build support for ideas, initiatives, and directions.
  - Fosters collaboration within the area and across the University. Shares information when appropriate. Identifies opportunities and develops strategies for collaboration. Encourages staff to participate in collaborative initiatives. This includes providing leadership for key committees and working groups associated with the enrolment management area and work of the Office of the Registrar.
  - Builds a more sustainable and flexible operating model across the portfolio, including shared resources, cross-functional alignment, and structures that can adapt to shifting enrolment priorities, workload demands, and institutional context.

## QUALIFICATIONS

- Master's degree is required.
- Minimum 10 years experience in progressively senior leadership and/or operations management experience, preferably in post-secondary education, ideally in an enrolment management related area, including significant experience leading complex, student-facing operations, service improvement, or organizational transformation.
- Minimum 5 years employee management and development experience.
- Expert knowledge of student recruitment and admissions practices in a post-secondary environment, including policy and process improvement, student service design, and enrolment operations.
- Demonstrated experience using data, service metrics, and operational insights to improve

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performance, turnaround times, conversion, and service quality.

- Demonstrated ability to lead teams and to inspire optimal team performance.
- Demonstrated experience leading large-scale process improvement, organizational redesign, or digital/service transformation in a complex environment.
- Demonstrated ability to leverage data to optimize organizational performance.
- Demonstrated ability to lead organizational change and inspire the same in others.
- Key Competencies including: Decision making/problem solving, written and verbal communication, crisis management strategic planning, relationship-building, change leadership, systems thinking, and cross-functional influence.

### Application Instructions

Click "Apply Now" to submit your resume and cover letter.

*This position is excluded from the bargaining unit.*

*In accordance with the Handbook of Employment for Management and Professional Staff (Excluded), this position has a comprehensive benefits package and an annual salary which will be commensurate with qualifications.*

### 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.

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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.

[APPLY NOW](#)