

OPPORTUNITY / CANDIDATE PROFILE



<https://camosun.peopleadmin.ca/postings/8884>

THE ORGANIZATION

CAMOSUN COLLEGE

At Camosun (pronounced “come-ŌH-sun”), our passion is ignited by our personal enthusiasm about who we are and what we do – an organization with student and employee well-being at its core, and an institution dedicated to inspiring life-changing learning.

Camosun has been recognized as one of BC’s Top Employers, reflecting the College’s commitment to creating a supportive, inclusive, and engaging workplace for faculty, staff, and administrators. Through Camosun Innovates and the Camosun Technology Access Centre, the College has also earned national recognition for applied research, industry partnership, innovation, and problem-solving connected to community and workforce needs.

Located in picturesque Victoria, BC, Camosun College is situated on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples, with our name coming from a Ləkʷəŋən word meaning “where different waters meet and are transformed”.

Established in 1971, Camosun has grown from its roots in adult education, university transfer, vocational education, and community access into one of British Columbia’s largest and most comprehensive colleges. Our two vibrant campuses, Lansdowne and Interurban, offer more than 160 certificate, diploma, associate degree, post-degree diploma, and bachelor’s degree programs and attract more than 13,000 learners each year.

Together, Lansdowne and Interurban reflect the breadth of Camosun’s mandate, from arts, science, business, Indigenous studies, university transfer, access, and preparatory education to trades, technologies, health and sport sciences, human services, and applied learning.

THE OPPORTUNITY

ASSOCIATE REGISTRAR – RECRUITMENT, ADMISSIONS, & FINANCIAL AID

Camosun College is seeking an experienced, collaborative, and forward-thinking Associate Registrar to provide strategic and operational leadership for recruitment, admissions, financial aid and awards, and related student-facing functions.

This is an exciting opportunity for a post-secondary leader who is energized by student access, enrolment growth, and the chance to help shape the next generation of admissions practice at Camosun. Working closely with the Registrar, academic leadership, Student Affairs, Camosun International, and other partners, the Associate Registrar will advance a more student-centred, data-informed, and future-focused approach to admissions, recruitment, financial aid, and strategic enrolment management.

Strategic Enrolment Leadership

The Associate Registrar will provide leadership for Camosun's strategic enrolment management work, connecting recruitment, admissions, financial aid, academic planning, applicant conversion, student retention, and institutional enrolment goals. They will work collaboratively with academic schools to understand program demand, support sustainable enrolment planning, and develop practical solutions that reflect both student needs and academic realities.

Academic Collaboration & Program Alignment

A core part of the role involves close partnership with academic leaders on program capacity, admission requirements, applicant readiness, seat management, pathway design, enrolment targets, and barriers to student success. The Associate Registrar will support practical, collaborative solutions that balance student access, academic standards, operational feasibility, and institutional sustainability.

Next-Generation Admissions & Student Entry

A key focus will be championing the development and implementation of Camosun's next-generation admissions model. This includes reimagining student entry pathways, improving the applicant experience, supporting access and readiness, and strengthening alignment between admissions practice and academic program expectations.

The role will also help strengthen the critical handoff points in the student journey — from inquiry to application, application to admission, admission to registration, and registration to enrolment confirmation. This requires close attention to how policy, process, systems, communications, financial supports, and service design influence whether students are able to successfully enter and continue at the College.

Operational Leadership & Team

This position has direct operational responsibility for a staff complement of approximately 15–20 employees, including leadership of recruitment, admissions, and financial aid and awards functions. The Associate Registrar will be accountable for ensuring that core operations are delivered accurately, consistently, and on time — particularly during peak periods — while leading with clarity, care, accountability, and curiosity.

Service Modernization & Continuous Improvement

The Associate Registrar will contribute to curriculum and program planning discussions, policy review, process improvement, student information system enhancement, and institutional enrolment analysis. They will support the effective use of data to inform strategy, identify barriers in the student journey, and recommend improvements that advance access, enrolment, and student success.

The role will also support the continued modernization of student-facing service within the Registrar's Office, including the effective use of service technologies, workflow tools, communication templates, and data-informed service planning to improve consistency, transparency, and coordination across the student-entry experience.

This is a role for someone who sees recruitment and admissions as critical points of connection between students and the College — an opportunity to help shape how Camosun welcomes students, removes barriers, and builds enrolment practices that are responsive, equitable, and aligned with the College's future.

THE CANDIDATE

ESSENTIAL QUALITIES

You are an experienced post-secondary leader with significant expertise in admissions and/or recruitment, and a strong understanding of the student lifecycle from prospective student engagement through application, admission, registration, financial support, retention, and progression.

You understand that the most important student experience issues often occur at the handoff points between functions — inquiry to application, application to admission, admission to registration, and registration to enrolment. You are attentive to where students can experience confusion, delay, duplication, or unnecessary barriers, and you can work across departments to improve those transitions.

You are energized by the opportunity to improve systems, remove barriers, and build better pathways for students. You see admissions not simply as a gatekeeping function, but as strategic, student-centred work that shapes access, enrolment, program viability, student success, and the reputation of the College.

You are a systems thinker who understands that recruitment, admissions, financial aid, registration readiness, student service, academic planning, and student progression are deeply connected. You can see the whole student-entry ecosystem while still respecting the expertise, accountabilities, and operational realities of individual teams.

You bring a collaborative and relationship-based approach to leadership. You know how to build trust, foster shared understanding, and work effectively across academic and administrative areas. You are skilled at working with academic leaders to understand their goals, constraints, and concerns, and you are a strong listener, clear communicator, and practical problem-solver.

You are strategic, analytical, and forward-looking. You are comfortable using data, environmental scanning, sector knowledge, and institutional priorities to inform decisions, and you understand current and emerging trends in recruitment, admissions, financial aid, applicant conversion, student readiness, access, and enrolment management.

You are able to balance operational excellence with strategic imagination. You can see possibilities for how student entry, admissions, financial aid, and enrolment planning could work better, while also understanding the practical steps, constraints, timelines, systems, and relationships required to make change real.

You are operationally grounded. You understand that strategy only matters when it can be translated into clear processes, sound policy, effective systems, realistic timelines, and excellent service. You are comfortable leading teams through change, improving workflows, reviewing business processes, and adopting new technologies in ways that strengthen both the student experience and staff effectiveness.

You bring strong technical aptitude and are comfortable working with student information systems, application and admissions platforms, CRM or service-management tools, reporting systems, and workflow technologies.

You can work effectively with systems, IT, business analysis, and front-line teams to identify issues, improve processes, and ensure technology serves students and institutional priorities.

You are comfortable leading through change and ambiguity. You can provide stability and clarity to teams while helping them prepare for new ways of working. You understand that lasting change is achieved through trust, consultation, shared purpose, and practical implementation.

As a people leader, you create a team culture grounded in trust, accountability, learning, service, and continuous improvement. You provide clear expectations, coaching, feedback, and support. You recognize the expertise of staff, encourage thoughtful innovation, and help teams adapt to changing institutional and student needs.

You exercise sound judgment, discretion, and political acuity. You are comfortable working in a complex college environment where decisions often require balancing student needs, academic standards, policy requirements, operational realities, equity considerations, and institutional priorities. You bring the maturity to know when to move quickly, when to consult, when to pause, and when to help others understand the larger purpose behind change.

You lead through influence with both confidence and humility. You are able to champion change without imposing it, challenge assumptions without dismissing others' expertise, and move important work forward in a way that reflects Camosun's collaborative culture.

You are especially effective at building credibility with academic leaders. You understand that admission requirements, applicant readiness, seat availability, program capacity, curriculum expectations, pathway design, and student success are academic as well as administrative matters. You engage academic partners as collaborators in solving enrolment and student-entry challenges.

Qualifications

To be considered, candidates will normally possess a bachelor's degree and a minimum of seven years of progressively responsible leadership or management experience in a post-secondary environment, preferably in a Registrar's Office setting. An equivalent combination of education and experience may be considered.

Experiences leading change, service transformation, student lifecycle initiatives, enrolment management projects, admissions modernization, or cross-functional process improvement would be considered strong assets.

TO APPLY: <https://camosun.peopleadmin.ca/postings/8884>