



# Job Posting: Deputy Registrar, UBC Okanagan

**Enrolment Services Vision:** *A UBC community where everyone is welcomed, every student is empowered, every faculty and staff partner is supported and every team member is valued.*

**Enrolment Services Mission:** *We provide exceptional enrolment and registrarial services in a collaborative, innovative and inclusive environment.*

Reporting to the Associate Vice-President (AVP), Enrolment Services and Registrar, the Deputy Registrar provides leadership and strategic oversight for the day-to-day operations of Enrolment Services at the Okanagan campus. This includes: registration, academic course scheduling, verification of program completion, academic record-keeping, financial assistance, and provision of academic services to students. The Deputy Registrar will work jointly with the respective Associate Registrars to lead the campus' domestic student recruitment, admissions, and academic governance. Additionally, the Deputy Registrar is responsible for other projects and strategic priorities that require cross-functional planning and the delivery of service and initiatives.

The Deputy Registrar engages and formulates strategic and collaborative partnerships within Enrolment Services, senior Faculty administrators, senior student services administrators, UBC's governance bodies, and other key stakeholders (internal and external) to develop and implement strategic enrolment management initiatives to support UBC's strategic priorities to support the UBC Strategic Plan. The Deputy Registrar provides expertise and leadership on a wide variety of academic development initiatives, particularly in how they affect students.

The Deputy Registrar actively leads to instill UBC and Enrolment Services values, including (but not limited to) facilitating excellence in the student experience, exceptional people practices, innovation and collaboration, staff development and career progression, working across organizational boundaries, and open sharing of expertise and knowledge. In particular, this role exemplifies and will foster the Enrolment Services Leadership Values of Respect, Integrity, Collaboration and Excellence.

## WORK PERFORMED

- Leads the reporting units to fulfill the vision, goals, and the priorities of Enrolment Services within the context of the University Strategic Plans and Campus academic priorities. Provides leadership in the development of strategic plans for communicating and achieving these goals; and defines appropriate measures to ensure they are being achieved.
- Ensures that all efforts of the reporting units and other assigned initiatives are directed to ensure efficient and exemplary service to students, and to faculties, departments, and other units as they provide service to students.
- Develops and implements strategies to ensure that Enrolment Services supports students in ways that are inclusive and will enhance the university experience including students' learning, academic success and personal development.



- Leads reporting units in service excellence initiatives to ensure that the overall quality of service and effectiveness offered by the units to students, staff, faculty and others is measured and meets high standards.
- Develops strategic partnerships with faculties, other administrative units, and external partners in order to assist them in achieving their goals and objectives.
- Collaborates with the university and campus in the strategic leadership of enrolment planning and management of the Okanagan campus to ensure attainment of the university's new student enrolment objectives on the Okanagan campus.
- Leads the development of the Enrolment Services Okanagan budget including the Student Financial Assistance budget, in consultation with the Associate Vice-President, Enrolment Services & Registrar and the Provost's Office. Responsible for the overall financial management and has signing authority for expenditures for reporting units, including making necessary budget allocations to reflect changing needs and priorities.
- Responsible for ensuring that the duties of the Registrar as specified in the University Act are carried out on the Okanagan campus. Where appropriate, responsible for ensuring that Senate policies and resolutions are communicated to the campus community and implemented in accordance with the decisions of Senate.
- Responsible for the effective scheduling of academic classrooms on the Okanagan campus and for developing strategies that ensure ongoing optimal use of classrooms.
- Responsible for developing strategies and policy for student financial support (bursaries, scholarships) on the Okanagan campus and often in collaboration with UBC Vancouver.
- Develops and implements strategies to ensure that technology is utilized effectively to meet the business need of the campus. Further ensures that opportunities to improve the use of enterprise systems and technology evolve to meet the needs of the campus.
- Supports convocation activities through regular participation in the ceremonies.
- Develops and/or makes recommendations and ensures compliance on University policies, procedures and guidelines, and ministry reporting requirements, governance, and other required commitments.
- Develops and implements operational performance metrics to gauge the effectiveness of functions within the Deputy Registrar's responsibility.
- Leads the development of Enrolment Services wide reporting, including annual reports to University governance bodies. May be called upon to present these reports to the governing bodies.
- Serves on University committees and governance bodies on both campuses, including representing the Associate Vice-President, Enrolment Services & Registrar on selected University-wide governance committees, working groups, and other committees. May be asked to serve as chair on an ad-hoc or ongoing basis.
- Responds to inquiries from individuals and the media on university policies, admission standards, enrolment, etc.



- Acts as a change agent to coach staff and instill the organization's desired cultural outcomes including (but not limited to) facilitating superior student experience, exceptional people practice, innovation and collaboration, staff development and career progression, working across organizational boundaries, cross-functional teams and business practices, open sharing of expertise and knowledge.
- Responsible for ensuring that Enrolment Services is an inclusive and diverse workplace which is free from harassment and discrimination and that all staff provide service and support to students that is based on and fully reflects a philosophy of inclusiveness and respect for diversity.
- Responsible for effective people leadership, including hiring, coaching and actively supporting staff development and career progression, and conducting performance management and/or terminations of direct reports when necessary.

## **QUALIFICATIONS**

### **Minimum Qualifications**

- Masters degree in a relevant discipline. Minimum of ten years of related experience with experience in area of specialisation, or an equivalent combination of education and experience.
- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

### **Preferred Qualifications**

- Demonstrated extensive experience in University administration preferably in Enrolment Services or Registrar's Office; or an equivalent combination of education and experience in a senior management position.
- Proven leadership experience and skills required, preferably in a service centered environment.
- Demonstrated leadership experience in enrolment management and services.
- Significant experience and skills in strategic thinking, planning and implementation.
- Demonstrated ability to develop and cultivate strategic partnerships, including the ability to facilitate dialogue on complex or sensitive matters among diverse constituents.
- Demonstrated ability to build, manage and maintain high-quality and productive relationships across cultural difference.
- Demonstrated ability to effectively communicate and interact with empathy, understanding and, respect of diverse and divergent perspectives and behaviours.
- Works in a collaborative and inclusive manner, fostering equitable experiences and a respectful environment for all staff.
- Ability to develop creative solutions to complex issues.



- Acknowledges, reflects upon and challenges one's own biases and assumptions.
- Recognizes and addresses personal and institutional assumptions and behaviours that create barriers to inclusion.
- Proven experience with policy development, evaluation and administration.
- Demonstrated judgment, problem solving and decision-making skills.
- Ability to understand and develop a working knowledge of applicable IT systems, including (SIS, OAMS, Early Alert, Degree Navigator, Scentia, etc.) and their effective use to deliver service and policy.
- Ability to engage, inspire, influence, and motivate all levels of personnel.
- Demonstrated communication, interpersonal, presentation and facilitation skills required.
- Must be diplomatic and able to exercise confidentiality, tact and discretion

### **ENROLMENT SERVICES VALUES**

- **Integrity:** Holding self and others accountable to demonstrate congruency between University values and personal values, words and actions.
- **Respect:** The empathetic consideration of others and valuing the dignity of individuals and the uniqueness of their situations.
- **Excellence:** Bringing our best to improve and to surpass expectations.
- **Collaboration:** Creating mutual understanding to achieve more as a collective than we could on our own.

### **COMPENSATION RANGE**

*\$11,705.58 - \$18,265.42 CAD Monthly* - The Compensation Range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and 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 midpoint of the salary range for a job.

### **MORE INFORMATION**

A full detailed job description can be found on the UBC Careers website. Please note that only short-listed candidates will be contacted.

### **HOW TO APPLY**

If you meet the requirements of this position and are interested in the role, please apply **by 11:59 pm on December 1, 2024**, via the UBC Careers page on-line:

[https://ubc.wd10.myworkdayjobs.com/ubcstaffjobs/job/UBC-Okanagan-Campus/Deputy-Registrar\\_JR19304](https://ubc.wd10.myworkdayjobs.com/ubcstaffjobs/job/UBC-Okanagan-Campus/Deputy-Registrar_JR19304)