



## Job Advertisement

### **St Francis Xavier University – Director, Recruitment & Admissions**

***StFX espi-kina'matno'kuom etek Mi'kma'ki, wejkwataqanik Mi'kmaq maqamikewmuew mna'q iknmuetu'tik. Nalikitquniejk na Mi'kmawey wisun wjit Antigonish teluek Aklasio'w-iktuk, 'place where branches are torn off.'***

***StFX is located in Mi'kma'ki, the unceded ancestral territory of the Mi'kmaw people. The Mi'kmaw name for Antigonish is Nalikitquniejk, meaning 'place where branches are torn off.'***

St. Francis Xavier University (StFX) is known for the quality of its teaching, its small class sizes creating an intimate and collaborative learning environment, and its valuable hands-on learning and research opportunities for undergraduates. The University is renowned, nationally and internationally, for its immersive learning environment and a curriculum that encompasses programs offered by the Faculties of Science, Arts, Education, and Business, working together to foster curiosity, collaboration, and innovation. StFX is home to 5,000 students, 250 faculty, 460 employees, and an engaged alumni network of over 50,000 citizens whose influence and impact are global. Established in 1853, and as one of the oldest universities in Canada, StFX hosts a uniquely beautiful campus in the Maritime town of Antigonish, Nova Scotia. Its graduates wear the iconic X-ring, a symbol of the strong social values that tie Xaverians together.

It is within this context that StFX welcomes applications and nominations for the appointment of its **Director, Recruitment & Admissions**, commencing spring 2025, or soon after.

Reporting to the Vice President Academic and Provost, the Director of Recruitment

and Admissions (“Director”) is responsible for all aspects of Canadian and International undergraduate and graduate student recruitment (including campus tours) and admissions. The Director oversees the development and implementation of effective admissions and recruitment strategies to ensure marketing, promotions, recruitment and admissions policies and procedures are effective and competitive; to improve applicant conversion; and to lead enrollment of highly qualified applicants. In addition to leading and implementing an effective prospective student conversion strategy and annual recruitment/admissions cycles, the Director is responsible for evaluating the University’s admission and recruitment program (in close collaboration with the Registrar) and procedures, while developing new strategies to ensure competitiveness, effectiveness, and success in attracting and supporting highly qualified prospective students. This position is highly visible to the external community and is expected to lead strong working relationships with university constituents and the community. The Director also represents the University at regional, national and international organizations as the lead expert in the University’s admissions and recruitment strategies.

As the ideal candidate, you bring relevant experience with marketing and academic admissions, strategic and operational planning, and partnership development from an academic environment. Knowledge of specialized, higher-education admissions programs is desirable, and considered an asset. Preference will be given to candidates with comprehensive knowledge of, and experience with, Canadian and international education systems as well as the ability to translate this knowledge into a strategy for achieving the university’s ambitious domestic and international enrollment goals. In your tenure, you have applied and evaluated research, institutional data, and theoretical frameworks to establish, manage and transform evidence-based admissions/recruitment programs and services. You are adept at relationships, and can work well with a variety of constituencies, including faculty, administrators, students, staff and alumni. You engage in a collaborative manner, building consensus, maintaining confidentiality, ensuring sensitivity to the needs and interests of a variety of stakeholders. You lead by supporting the functioning of a diverse remote or hybrid team and have demonstrated success in supporting and leading change efforts. Ability to travel extensively and internationally is required for this position. Candidates must hold a Bachelor’s

degree or equivalent from a recognized university or college and have demonstrable senior-level experience in recruiting and admissions in a public, post-secondary environment (preferably a university).

To learn more about this impactful leadership opportunity with St. Francis Xavier University, please submit a comprehensive resume along with a cover letter in confidence to Jane Griffith ([jane@griffithgroup.ca](mailto:jane@griffithgroup.ca)) and/or Caroline McLean ([caroline@griffithgroup.ca](mailto:caroline@griffithgroup.ca)) or visit: <https://griffithgroup.ca/stfx-director-recruitment-admissions/>.

**Salary Range and Compensation Package:** Tentative Salary band (GH) of \$115,888 to \$141,628, commensurate with experience. The total compensation package includes a comprehensive benefits package with travel and life insurance, 4 weeks' vacation, plus designated holidays, personal days and sick days, defined contribution pension plan, tuition credit program, and discounted access to the recreation facility.

StFX is committed to upholding the values of equity, diversity, inclusion and accessibility. It encourages applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community.

**All qualified candidates are welcome to apply; however, priority will be given to those legally eligible to work in Canada.**

StFX and Griffith Group are committed to an inclusive, accessible and welcoming hiring process that eliminates barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Jane Griffith ([jane@griffithgroup.ca](mailto:jane@griffithgroup.ca)).