

**Executive Director, Strategic Enrolment Management and Registrar
University of Regina, Regina, SK**

The University of Regina is seeking a dynamic and data-driven leader to serve as the next Executive Director, Strategic Enrolment Management (SEM) and Registrar. This role provides a unique opportunity to shape the student lifecycle from recruitment to graduation at a pioneering university committed to hands on, transformative learning.

The Organization

The University of Regina is located on Treaty 4 territory, with a presence in Treaty 6. We acknowledge and honour the traditional lands of the Cree, Saulteaux, Dakota, Lakota, Nakoda, and Métis peoples. Committed to fostering a supportive and inclusive environment, the University strives for excellence in education, research, and community engagement. As one of Canada's leading comprehensive universities, the University of Regina is dedicated to creating accessible learning opportunities and serving the diverse needs of its students.

The candidate must be able to demonstrate an understanding of, and an ability to offer, strong commitment to the Indigenous community through action, engagement and support of the University's unwavering commitment to equity, diversity, inclusion, accessibility and a student-centered mission as articulated in the University's [2020 – 2025 Strategic Plan, "All Our Relations: kahkiyaw kiwâhkômâkaninawak"](#).

The Role

The Executive Director, Strategic Enrolment Management and Registrar provides strategic direction and leadership that support exceptional experiences at the University through creative and sustainable approaches to the design of enrolment and information systems. They are responsible for overseeing a seamless student experience by leading and managing strategic enrolment planning, registrarial services, recruitment, admissions, financial aid, student retention, and student engagement in alignment with the University's mission and strategic priorities. The ED, SEM and Registrar ensures confidentiality of personal data, accuracy of records, and appropriate and timely access to information. Reporting directly to the Provost and Vice-President (Academic), the Executive Director will drive an innovative student-centered approach to enrolment management. This role involves collaborating with faculty, staff, and campus leaders to develop innovative enrolment initiatives, manage student information systems, and ensure a high-quality student experience from admission to graduation.

Key Responsibilities:

Enrolment and Data Strategy: Lead the University's SEM planning process, using a data-driven approach to identify enrolment goals, strategies, and tactics in collaboration with campus

leaders. Utilize data analytics to inform strategic goals and resource allocation, supporting the University's mission and academic priorities.

Leadership and Operational Management: Oversee the Registrar's Office, domestic undergraduate recruitment, admissions, student financial aid, and the ta-tawâw Student Centre, ensuring operational efficiency and resource optimization. Provide leadership and guidance to a dedicated team, fostering a collaborative and inclusive environment that supports professional development and staff growth.

Student Success and Retention: Develop and implement student retention strategies in partnership with campus leaders, contributing to student engagement and success. Work closely with faculty, Deans, Directors, the Provost's office, and other university partners to develop enrolment initiatives aimed at attracting and retaining a diverse student body.

The Ideal Candidate

The successful candidate is a highly experienced and strategic leader, with outstanding communication and interpersonal skills and an open, collegial management style. They are an experienced and strategic leader with expertise in strategic enrolment management, registrarial services, and student engagement. Demonstrating strong data-driven decision-making skills, they bring exceptional communication abilities, and a collaborative leadership style. This leader creates an inclusive, student-centered environment, and brings a proven track record of building strong and effective relationships across administrative and academic units. Experienced in leading diverse teams within a complex, unionized environment, the individual demonstrates compassion, care and integrity in all aspects of their work.

Qualifications and Experience:

While the Search Committee recognizes that no one candidate is likely to meet all qualifications in equal measure, those listed below are desirable and will be used to compare candidates.

- Graduate degree in a relevant field; strategic enrolment management education or credentials preferred.
- Seven to ten years of progressive leadership experience in strategic enrolment management and/or registrarial services.
- Experience with change management and enrolment technologies, including student information systems, CRM tools, and advising software.
- Demonstrated ability to align systems, policies, and operations with broader institutional goals.
- Proven experience leading, supporting, and coaching a team, and overseeing complex budgets and operations in a unionized environment with multiple collective agreements.

- Strong interpersonal and leadership skills with a focus on team development, collaboration, and innovation.
- Demonstrated commitment to Reconciliation and Indigenization, and to promoting diversity, equity, and inclusion.

Why You'll Love the University of Regina

Collaborative and Inclusive Culture: Join a university that values diversity, equity, and inclusion, and fosters a supportive community for students, staff, and faculty.

Commitment to Innovation: Be part of a forward-thinking institution where creativity and data-driven decisions lead to impactful student outcomes.

Professional Growth: Work alongside a team dedicated to student success and academic excellence, with opportunities for personal and professional development.

The University of Regina is committed to providing an accessible working environment, and we promote respect, inclusivity, belonging, and the dignity of all individuals, regardless of gender, ethnicity, race, religion, disability, sexual orientation, or any other form of diversity. We are dedicated to promoting anti-racism and Indigenous reconciliation, and we strive to create a culture of respect and inclusivity that takes into account intersectionality and the inclusion of marginalized and under-represented groups.

University of Regina is committed to providing an inclusive and barrier-free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process by contacting accommodations@kbrs.ca.

Application review will begin in March 2025.

If you are interested in this opportunity, contact Abbey MacLeod at amacleod@kbrs.ca, Kyle Steele at ksteele@kbrs.ca or Dr. Jennie Massey at jmassey@kbrs.ca or submit your full application package online at: <https://www.kbrs.ca/Career/1728388523496000008eiw>