

Registrar, St. Francis Xavier University Antigonish, NS

St. Francis Xavier University is searching for a new Registrar to support its strategic commitment to student success and to creating an exceptional student experience.

The Organization

St. Francis Xavier University acknowledges that they are located on the unceded and traditional territory of the Mi'kmaw, who have maintained a connection to this land.

St. Francis Xavier University, renowned for its commitment to academic excellence and social justice, is a vibrant academic community located in Antigonish, Nova Scotia. With approximately 5,000 students and an engaged alumni network of over 50,000, StFX is recognized nationally and internationally for its dual commitments to excellence in teaching and research. The University offers an immersive learning environment that encompasses Arts, Science, Education, Business, and the Coady Institute, with strong ties to Mi'kmaw Nations, African Nova Scotian, Acadian, Gaelic and other local communities. At StFX, students pursue undergraduate and graduate degrees, as well as certificates and diplomas, across a range of academic and professional disciplines.

The Role

Reporting to the Provost, the Registrar provides visionary and operational leadership to the Registrar's Office, ensuring a high standard of excellence in the delivery of registrarial services to all stakeholders. They are a creative and caring leader focused on supporting exceptional experiences at the University through student-centred approaches to systems design and management. The Registrar plays an important role in guiding key student information systems development and redesign, transfer and articulation pathways, as well as managing effective scheduling and registration.

They provide this leadership while ensuring the confidentiality of personal data, accuracy of records, and appropriate and timely access to information. They are responsible for building a contemporary data strategy to ensure ongoing effectiveness of registrarial systems in collaboration with key leaders across campus. The Registrar supports student retention initiatives that reflect the University's goals and commitment to student success, and works collaboratively with the University Senate, academic committees, and the broader university community to support academic policy development.

Key areas of oversight and responsibility are:

- **Strategic Vision and Systems Transformation** – Providing creative, strategic leadership at senior-level decision-making tables and managing the development and integration of university systems that support student-centred practice.
- **Operational Management** – Providing direction, coaching, and support to the Registrar's Office staff and ensuring ongoing stability, flexibility, inclusivity, and accountability of registrarial operations.

- **Enrolment Management and Data Strategy** – Contributes to strategic enrolment management, working closely with senior leadership, and manages the transition of student data and credentials seamlessly and securely.

The Ideal Candidate

The successful candidate will be a highly experienced and strategic leader, with outstanding communication skills and an open, collegial management style. They are a compassionate, caring leader with integrity. They will be knowledgeable about processes and responsibilities in a registrarial setting and have a track record of improving and innovating operations, with a demonstrated commitment to service for students, faculty and other constituents. Expertise in systems development, data analysis, managing staff within a complex and unionized environment, developing strong cross-campus partnerships and knowledge of enrolment best practices are all required. They are a data-informed decision maker who has a record of building strong and effective relationships across administrative and faculty departments in a post-secondary setting.

Qualifications and Experience:

- Bachelor's degree, with a graduate degree considered an asset.
- Progressive senior leadership experience in an academic institution with supervisory, operational, and administrative duties.
- Demonstrated commitment to Indigenization and decolonization; and equity, diversity, inclusion, and accessibility.
- Experience in student information technology, including relational databases (i.e. student information systems, learning management systems), user friendly systems, and experience leading digital upgrade projects.
- Demonstrated ability to align policies and operations with broader institutional goals.
- Experience leading, supporting, and coaching a team, and overseeing budgets and operations.
- Excellent communication skills, both oral and written.

You are someone with:

- Creativity, empathy, and curiosity as a leader.
- A drive to innovate and see possibilities where others see problems.
- The ability to face challenges and exercise integrity, flexibility, wisdom, and good judgment.
- The ability to work collegially and effectively within a unionized environment, building strong, trusting relationships.
- Exceptional listening skills who prioritizes people and acts as a steward of positive culture.
- Decisiveness combined with a facilitative style and the ability to effectively explain decisions.
- A high energy level and the capacity to balance multiple priorities.

Employment Equity

St. Francis Xavier University is committed to fostering a diverse and inclusive environment and encourages applications from all qualified individuals, including but not limited to women, persons with

disabilities, person's whose first language is not English, visible minorities (especially African Nova Scotians), Indigenous Peoples (especially Mi'kmaq), and persons of any gender identity and sexual orientation.

St. Francis Xavier University 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. Please contact accommodations@kbrs.ca to request accommodation.

To Apply

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 complete application package online at: <https://www.kbrs.ca/Career/17458418923530000008eyt>

The search committee will begin reviewing applications on June 6, 2025.