



Job Advertisement **Queen's University – University Registrar**

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.

Queen's University, one of Canada's top-ranked universities, is internationally recognized for its research, innovation, and academic excellence. It has a strong history of scholarship and discovery, global impact, and transformative education and its students, faculty, and staff are tackling humanity's greatest challenges. Home to over 28,000 full-time students, Queen's offers diverse learning opportunities, a broad range of student services and supports, unmistakable school spirit, and boasts an undergraduate graduation rate of 89%, the highest in Canada. Queen's research-intensive environment and interdisciplinary program offerings provide students with the comprehensive and nimble competencies and skills required in today's competitive and evolving work environment with 95% of Queen's students employed within six months of graduation. Its alumni are an international community of lifelong learners and accomplished leaders, with a global network of 150,000 graduates in 119 countries. Queen's is ranked highly, both globally for research and academic excellence by QS World University Rankings (Top 200), and domestically by Maclean's Magazine (Top 10 in Canada).

It is within this context that Queen's University welcomes applications and nominations for the appointment of its **University Registrar**, commencing spring/summer 2026.

Reporting to the Vice-Provost and Dean of Student Affairs, the University Registrar ("Registrar") is responsible for directing activities across the entire student academic experience from admission through graduation. Through providing reliable operational support and strategic direction to the University, the Registrar is responsible for safeguarding the integrity of all student records and related university policies. Working with a large and complex team, the Registrar directs all activities and four functional areas of the Office of the Registrar (OUR) including

Registration; Records and Enrolment Services; Timetabling and Examinations; Student Information Systems; Student Financials and Student Financial Aid & Awards. The Registrar is also accountable for the planning and operation of all the University's convocation ceremonies and is responsible for ensuring that all duties in the Office of the Registrar are carried out in compliance with university policies and government legislation. The Registrar advises and supports the Vice-Provost/Dean and, in consultation with Faculties and Schools, sets policies and procedures related to registration, fees and financial assistance, and engages in strategic enrolment management and systems planning for the University. To provide a coordinated and seamless approach to the University's provision of an excellent student experience, the Registrar also works closely with campus partners to advocate for a student-centric approach to regulatory and process changes and champions operational efficiency. The Registrar participates on various Senate committees and provides reports to the Senate and the Board of Trustees, as required. The Registrar plays a vital role in the University's efforts to enhance Indigenization – Equity, Diversity, Inclusion, Accessibility and Anti-Racism (I-EDIAA) while contributing to the shared mission of supporting and engaging students in inclusive and meaningful ways

Ideal candidates hold significant experience from a registrarial position within a higher education setting; experience in a large, complex and publicly funded institution with unionized staff is considered a strong asset. Candidates should bring knowledge and expertise across the entirety of the registrarial services including developing institutional policies and procedures regarding strategic enrolment planning and management. Experience with initiatives related to modernization and process improvement of systems supporting student services, including changes that automate processes and maximize the use of information technology to optimize student service and user experience, are a strong asset. As the ideal candidate, you are conversant with all aspects of data governance, analytics and reporting skills, and are able to leverage institutional data to drive strategy and decision-making. You have demonstratable skills leading cultural change toward a proactive, student centred and collaborative service model, and enjoy managing, mentoring and motivating a dedicated team. Candidates must hold a masters level degree from a recognized university and have an interest, and ability, to work within a diverse campus community and demonstrated success in

implementing equitable, diverse, inclusive policies and practices in line with Queen's I-EDIAA principals.

To learn more about this significant leadership opportunity with Queen's University, please submit a comprehensive resume along with a cover letter in confidence to Jane Griffith (jane@griffithgroup.ca) and/or Caroline McLean (Caroline@griffithgroup.ca) or visit <https://griffithgroup.ca/queens-university-university-registrar/>

Salary Range and Compensation Package: As a grade 14 position, the target hiring range is \$170,000-220,000, commensurate with experience. For information on the University's total compensation package, please visit:

<https://www.queensu.ca/humanresources/employee-resources/benefits>

Location: This position is an in person, on campus role. As such, candidates must live within reasonable commuting distance of the campus or plan to relocate within driving distance of Kingston, Ontario.

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity and diversity in the workplace and encourages applications from Black, racialized/visible minorities, Indigenous/Aboriginal peoples, women, persons with disabilities, and 2SLGBTQIA+ persons. In accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

The University will provide support in its recruitment process to applicants with disabilities, including accommodation that takes an applicant's accessibility needs into account. If you require accommodations during the interview process, please contact Jane Griffith at Jane@griffithgroup.ca and hradmin@queensu.ca. Every effort to accommodate candidates will be made in a way that is equitable and respectful of their additional professional, community, and personal responsibilities.