

University Registrar and Assistant Vice-President, Enrolment Management

Located on Canada's welcoming East Coast, with campuses in the vibrant oceanside city of Halifax and an Agricultural Campus in the town of Truro, Dalhousie welcomes 21,000 students from across the country and more than 115 countries around the world. Dalhousie is Nova Scotia's leading research-intensive university, with 13 faculties that expand understanding through teaching excellence and a drive for discovery resulting in more than \$210 million in external research funding each year. Dalhousie's blend of groundbreaking research with outstanding teaching and makes for a unique and collaborative environment that empowers all our students, professors, researchers, and staff to achieve excellence and make a positive impact for our province, our country, and our world.

The Role

Reporting to the Provost and Vice-President Academic, the University Registrar and Assistant Vice-President (AVP), Enrolment Management plays a key strategic leadership role within the University, with a direct role in shaping the vision for, and executing on, the university's strategic enrolment management plan, while advancing a student-centred, service-oriented Registrar's Office that supports institutional priorities during a period of significant change.

The Registrar and AVP will lead an office that is central to the student experience, balancing academic integrity, operational excellence, and innovation in systems, policies, and service delivery.

Key Responsibilities of the Registrar and AVP:

- Streamline and improve registration related processes, optimizing services and fostering a culture of excellence, support, and responsiveness, with a strong focus on creating clear, consistent, and student-centred experiences.
- Leverage institutional data to drive strategic, evidence-based policies and plans, including strengthening data practices, analytics, and reporting to support enrolment and academic decision-making.
- As the institution's custodian for academic standards, ensure the highest level of academic integrity and adherence to academic policies set by Senate, applying policy in ways that enable student success and institutional effectiveness.
- Build strong relationships and work collaboratively with faculty, students, and other senior leaders to continually improve registration and enrolment support service provisions.



- Support the continued implementation of Equity, Diversity, Inclusion and Accessibility measures within the registration and enrolment processes.
- Lead, support, and develop a high-performing Registrar's Office team by fostering active engagement and a culture of trust, accountability, and continuous improvement that promotes strong morale and effective collaboration.

Ideal Candidate

As the ideal candidate, you bring a strategic orientation and a track record of success in progressively senior roles within a post-secondary environment. A true collaborator, you have proven your ability to build high-functioning relationships with a diverse group of faculty, students, staff, and administrators to successfully build consensus across faculties, academic and administrative units, and campuses.

You have led registrar-related functions of a broad scope, and you know how to successfully motivate and develop your team. You bring strong experience in enrolment management and in advancing strategic marketing, recruitment and retention initiatives. Creative, solutions-oriented, and forward-thinking, you are highly attuned to emerging post-secondary trends and technologies and are always identifying new opportunities to advance your institution.

You are a people-centred leader who listens, communicates clearly, and leads with empathy, while also setting clear expectations and holding individuals and teams accountable for delivering results. You are comfortable leading complex transformation initiatives, including systems modernization, and ensure operational continuity and service excellence throughout periods of change.

While the Search Committee recognizes that no one candidate is expected to meet all criteria equally, the following qualifications will guide the assessment process:

Required:

- Demonstrated experience in academic administration, including strategic planning and resource allocation.
- A track record of driving change and fostering innovation, including change management related to systems, processes, and relationships.
- Experience recruiting, mentoring, and supporting a diverse team focused on student experience.



- Strong understanding of the North American and international post-secondary landscape, including current enrolment and demographic trends.
- Demonstrated commitment to equity, diversity, inclusion and accessibility and experience integrating EDIA principles into all aspects of academic registration and enrolment.
- A strong communicator and listener who is collaborative, with a reputation for responsiveness and timely decision-making.
- A consensus-builder who exercises diplomacy and political acumen.

Assets:

- Strong analytical skills and experience using data to inform strategic and operational decisions.
- Experience with student information systems, admissions platforms, or enterprise system (ERP) implementation or renewal.
- Understanding of or partnering with post-secondary admissions team.

Competencies:

Like all senior leaders at Dalhousie, the Registrar and AVP will be expected to demonstrate the [core](#) and [leadership](#) competencies that make up the Dalhousie Competencies. Of particular interest to the committee will be the following competencies:

- Respect & Inclusion
- Thinking and Acting Strategically
- Relationship Building
- Accountability for Performance and Results
- Change and Innovation

How to Apply:

A complete application will include a full CV and cover letter describing how you meet the selection criteria, why the position is of interest, and what you believe you can bring to the role. To be considered, please submit your application by **March 22, 2026**, through this link:

<https://dal.peopleadmin.ca/postings/20326>



For more information and to review the more detailed position brief, please contact the leadership recruitment team at exec.search@dal.ca.

Dalhousie University commits to achieving inclusive excellence through continually championing equity, diversity, inclusion, and accessibility. The university encourages applications from Indigenous Peoples of Turtle Island (especially Mi'kmaq), persons of Black/African descent (especially African Nova Scotians), and members of other racialized groups, persons with disabilities, women, persons identifying as members of 2SLGBTQIA+ communities, and all candidates who would contribute to the diversity of our community. In accordance with our Employment Equity Policy, preference will be given in hiring processes to candidates who self-identify as members of one or more of the equity-deserving groups listed above. For more information, including details related to our Employment Equity Policy and Plan and definitions of equity-deserving groups please visit www.dal.ca/hiringfordiversity

If you require any support for the purpose of accommodation, such as technical aids or alternative arrangements, please let us know of these needs and how we can be of assistance. Dalhousie University is committed to ensuring all candidates have full, fair, and equitable participation in the hiring process. Our complete Accommodation Policy can be viewed [here](#).