

## **Senior Associate Registrar**

Office of the Registrar

Abbotsford

Application deadline: **November 1, 2024**

### **Job Number:**

J0924-1336

### **Status:**

Permanent

### **Open Positions:**

1

### **Salary Scale:**

Excluded Scale, appropriate placement on the scale

### **Hours/Week:**

35

### **Salary:**

\$99,050.00 - \$145,273.00[none]

### **Compensation Details:**

Compensation beyond the mid-point requires approval by the Public Sector Employers Council Secretariat (PSEC)

## [Position Description](#)

### Job Summary

The Senior Associate Registrar provides leadership and strategic direction on the provision of services to students, faculty and staff, with specific responsibilities in the areas of admission, transfer, and enrolment.

The Senior Associate Registrar provides leadership in the development and provision of a comprehensive set of services and supports to ensure a positive experience for prospective students and applicants from initial contact through to admission and registration. The Senior Associate Registrar, with other leaders in the Office of the Registrar, provides leadership in the development of services and administrative support to students and academic units to promote student academic success.

### Qualifications

- Masters' degree in a relevant discipline.
- Seven (7) years of significant experience in an enrolment services or registrarial organization, including five years of progressively responsible senior leadership experience in one or more of areas of admissions, recruitment, enrolment management or student records.
- Experience with supporting an institutional or divisional Strategic Enrolment Plan.
- Demonstrated experience in managing short and long term, high visibility complex projects with attention to detail.
- Demonstrated experience in leading effectively and working independently while maintaining close contact with their supervisor.
- High level of discretion and maturity with excellent organization skills.
- Demonstrated experience in prioritizing and managing multiple projects and priorities simultaneously.
- Detailed knowledge of Canadian and international post-secondary systems.
- In-depth understanding of the student experience, the student life cycle and the impact of registrarial functions on the student experience.
- Strong demonstrated supervisory and coaching skills.
- Demonstrated ability to set clear direction and monitor progress.
- Exceptional verbal, written and interpersonal communication skills with demonstrated ability to act with tact and diplomacy.

#### UFV LEADERSHIP PROFICIENCIES

- Create and implement plans - shape, align and execute the strategic priorities to meet student and community needs
- Lead change – Remain flexible, adjusting to changing circumstances and lead positive change by balancing innovation and calculated risk taking
- Cultivate collaborative relationships – Build effective working relationships internally and externally and collaborate to achieve mutually beneficial goals
- Inspire and develop talent - Invest in developing yourself, staff and faculty, effective teams, and our culture of excellence
- Make effective decisions - Make sound and timely decisions that benefit UFV in both straightforward and ambiguous circumstance
- Infuse Indigenization, Equity, Diversity, and Inclusion – Lead by example, valuing differing perspectives and backgrounds and promote equity, inclusion and respect in a diverse environment

## About UFV

The University of the Fraser Valley is located on the unceded (ancestral) territory of the Halq'eméylem-speaking peoples. We express our gratitude and respect for the honour of living and working in S'olh Temexw (Our World; Our Land). In all that we do, UFV strives to support and honour the Stó:lo peoples goals of self-determination and well-being on these lands. A commitment to Indigenization and Reconciliation is core to our institutional Vision and our Education Plan. This commitment includes the goal of centering Indigenous ways of knowing throughout our organization, recognizing our responsibilities to community, and a multi-year plan to increase the number of Indigenous faculty, staff, and administrators working at UFV.

UFV has four campus locations within the beautiful Fraser Valley in British Columbia. Recognized as one of BC's top employers, UFV offers a combination of career and lifestyle benefits. Join a team of 1,400 passionate professionals who value integrity, inclusivity and excellence. At UFV, you will serve a vibrant community, and shape the future of 15,000 students.

Indigenization, equity, and diversity are essential to our work as a university. A diverse community fosters the inclusion of voices that have been historically underrepresented and marginalized. At UFV, we are committed to recruiting a diverse workforce that represents the community we proudly serve. We encourage applications from Indigenous peoples, members of groups that experience discrimination due to race, colour, place of origin, ancestry, and/or religion, persons who identify as women and 2SLGBTQ+, and persons with disabilities. We invite applicants to complete a confidential self-identification survey as part of the application process. All questions are voluntary, with an option to decline to answer. Information will be used to support efforts to broaden the diversity of the recruitment process, and results are not shared with the selection committee. Inquiries about the survey may be directed to [careers@ufv.ca](mailto:careers@ufv.ca). Learn more about our commitment to diversity and inclusion.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. In an effort to be both environmentally and fiscally responsible, UFV will contact only candidates receiving an interview. We thank all applicants for considering UFV for employment. Shortlisted applicants may be required to undergo a criminal record check and/ or a verification of their education credentials.

UFV is committed to the principle of equity in employment.

To apply visit:

<https://ufv.njoyn.com/CL3/xweb/xweb.asp?tbtoken=ZlhaSxJQDVAHY311NlxWZE88BBAtaVVfBCNMlikMfXkrKEAdLEccdhFzdUQYGhBUSHRgF3U%3D&chk=ZVpaShM%3D&clid=56144&Page=JobDetails&Jobid=J0924-1336&BRID=291580&lang=1>