

University Registrar

Windsor, ON, Canada

JOB INFO

Job Identification	3165
Job Category	Executive and Senior Leadership
Posting Date	03/30/2026, 09:31 AM
Locations	 Windsor, ON, Canada
Apply Before	04/27/2026, 04:00 PM
Job Shift	Day
Rate of Pay	\$165,000.00 - \$205,000.00
Job Function	Executives

JOB DESCRIPTION

The University of Windsor sits on the Traditional Territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. We are grateful to have the opportunity to live, work, and learn on this land, and we respect the long-standing relationships that the Indigenous Nations who have stewarded these lands and waters since time immemorial have to this place. We acknowledge the historical and ongoing injustices of colonialism and neocolonialism and commit to actively working towards Truth and Reconciliation. This includes a commitment to ongoing education and critical reflection to challenge and dismantle colonial legacies.

POSITION DESCRIPTION:

The University Registrar is a senior strategic leader who plays a defining role in shaping the University's academic

enterprise and student experience. At the intersection of academic integrity, institutional strategy, and service excellence, the Registrar advances innovative registrarial and enrolment management practices that strengthen program quality, degree integrity, and institutional trust. Through visionary leadership in policy development, systems design, and analytics, the Registrar enables academic excellence and supports the University's teaching, learning, and student success mission.

Reporting to the Provost, the Registrar is a key member of the University's Executive Leadership Team, providing enterprise-wide leadership for a comprehensive, student-centred Registrarial and Strategic Enrolment Management portfolio. The role provides strategic oversight of mission-critical academic and administrative systems that support the full student lifecycle, from recruitment and admission through graduation, while fostering strong partnerships with academic and administrative leaders to advance institutional priorities and long-term growth.

With enterprise responsibility for domestic and international recruitment and admissions; enrolment and student records; student awards, financial aid, and accounts; and complex information systems and data, the Registrar is both a steward of institutional infrastructure and a catalyst for transformational change. As a trusted institutional and sector representative, the Registrar engages with government bodies and external associations, ensures regulatory compliance, delivers high-value insights through reporting and analytics, and leads the delivery of key academic milestones, including convocation. This role offers an exceptional opportunity for an accomplished Registrar to shape the future of academic administration and student experience within a dynamic, evolving university environment.

Key Job Functions:

1. Institutional Responsibilities

- Significantly influences pedagogy across the University through management of codification of teaching and learning functions in University systems, administration of space and scheduling, and definitions of delivery modes.
- Facilitating innovation in pedagogical approaches through membership on Academic Planning Committee, Program Development Committee, and Senate.
- Provides input into policy and procedural deliberations

and ensures that University and faculty policies related to student admission, academic progression, and graduation are fair and appropriately reflected in systems and procedures supporting academic decision processes and ensuring quality and consistency of programs and admissions criteria.

- Advises on the setting of tuition rates and institutional financial aid to ensure student and institutional success.
- At provincial and university system levels, the Registrar is responsible for interpreting and presenting University points of view in deliberations on a broad range of matters. These may relate to the interface between K–12 and university sectors, among universities provincially and nationally, and between the university and college sectors, liaising with counterparts in colleges, universities and high schools.

2. Strategic Leadership

- Setting a bold vision for student-centred Strategic Enrollment Management and Registrarial services.
- Working in collaboration with other offices to operationalize a Data Strategy to facilitate better business intelligence that informs campus-wide decision making.
- Developing business strategies to provide effective and efficient services.
- Leadership of integrated enrolment management systems supporting institutional growth strategies.

3. Operations and Planning

- Promoting effective and positive working relationships among the Office of the Registrar and other units, in support of University objectives.
- Building a sustainable and effective staff structure in the Office of the Registrar while recruiting top calibre personnel, and empowering and developing all employees.
- Acting as a steward of the office's human, financial, and physical resources.
- Planning, directing and engaging in the delivery of responsive, high-quality services and effectively marketing these services to the community.

4. Compliance

- Ensuring compliance with federal and provincial Acts and University policies concerning freedom of information and the protection of privacy of applicants and students, past and present.
- Acts as the Enrolment Reporting Officer for the University, providing accurate statistical data to senior administration and government.
- Implementing Senate approved academic policies as

applicable to admission, registration, records maintenance, degree requirements, and Quality Assurance, and communicating these policies to both internal and external users and audiences.

- Ensuring compliance with provincial, national, and international financial programs as well as the Institutional Quality Assurance Process.
- Overseeing student information systems and ensuring its relevance and functionality as a backbone of data used for academic and administrative decision-making.

5. Culture and Innovation

- Creating a culture of care and belonging within the department that centres equity, diversity, inclusion and decolonization principles in all aspects of work.
- Maintaining a psychologically safe, innovative atmosphere that prioritizes excellent client service and active participation in creating transformational experiences through caring interactions and responsiveness to changing needs.
- Supporting academic integrity and equity through effective management and communication of examination and testing functions.
- Demonstrating sustained, authentic leadership in advancing Indigenization, decolonization, equity, diversity, inclusion, and accessibility principles across departmental practices, policies, and decision-making.

ESSENTIAL QUALIFICATIONS:

The successful candidate is a highly experienced and strategic leader, with outstanding communication and interpersonal skills and an open, collegial management style. They are a compassionate, caring leader with integrity who is capable of leading bold, transformative change. They are knowledgeable about processes and responsibilities in a registrarial and recruitment 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, strategic enrolment management, 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 with a record of building strong and effective relationships across administrative and faculty departments in a large university setting.

The successful candidate must have a strong understanding of contemporary best practices in registrarial services, and emerging trends in delivery across

digital and physical spaces. As well, they will bring significant experience in the development and introduction of innovative policies and programs that support access to education among equity-deserving populations. This includes knowing and understanding how to listen and engage with members of equity deserving student groups, including but not limited to, Indigenous, racialized, international, and LGBTQIA2S+ individuals and communities, as well as with students who may express non-dominant ideas, practices, and expectations.

QUALIFICATIONS AND EXPERIENCE:

- Graduate degree or equivalent combination of a Bachelor's degree and 10 years or greater experience within a registrarial and/or student recruitment environment
- Significant, progressive senior leadership experience in an academic institution ideally with a focus on several of the following: domestic and international admissions, strategic enrolment management, and recruitment.
- Significant, progressive senior leadership experience in an academic institution with a focus on several of the following: records, convocation, transfer credits, accreditation, scheduling, government funding, and academic policy.
- Demonstrated high-level expertise in student information technology, including relational databases (i.e. student information systems, LMS), human-centred systems design, 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 complex budgets and operations.
- High level negotiation, conflict resolution and client service skills.
- Excellent communication skills, both oral and written.

ATTRIBUTES

- Demonstrates integrity, sound judgment, and adaptability when facing complex challenges.
- Builds strong, trusting relationships in a diverse and unionized environment through collegial, human-centred leadership.
- Brings creativity, curiosity, and an innovative mindset, seeing opportunities where others see obstacles.
- Communicates and decides effectively with a balanced, facilitative style—listening deeply while maintaining high energy and forward momentum.

WHO WE ARE:

The University of Windsor (UWindsor) is a dynamic anchor institution in Windsor-Essex, uniquely positioned on the international border between Canada and the United States. This location contributes to a culturally diverse academic community and fosters rich educational, cultural, and professional opportunities for faculty and students. UWindsor plays a pivotal role in regional economic, industrial, and cultural ecosystems while also cultivating a broad network of international academic and industry partnerships. UWindsor continues to ascend in global reputation and impact, ranked 547 globally (2025 QS World University Rankings), within the top 25 percent of universities worldwide (Times Higher Education (THE) 2026 World University Rankings) and among the world's top 400 sustainable institutions.

Home to 16,000 students from close to 100 countries and approximately 2,500 faculty and staff, UWindsor is the second largest employer in Windsor. With an annual operating budget of over \$335 million, the University encompasses nine faculties and professional schools that deliver more than 280 undergraduate, graduate, co-op, and cross-border programs, including: Arts, Humanities and Social Sciences; Science; Human Kinetics; Education; Law; Engineering; Nursing; Business; and Graduate Studies, and a medical degree offered in partnership with Western University's Schulich School of Medicine and Dentistry.

UWindsor's research portfolio demonstrates national and international significance and impact, with researchers collaborating with government, local, and community partners on key areas such as automobility, autonomous vehicles, electric vehicles, agriculture, and greenhouse technology, healthy Great Lakes, cross-border studies, and viable, healthy, and safe communities, among others. UWindsor experienced significant research growth, leading Canada with a 37% increase in research funding and a 45.5% rise in research intensity (income per faculty) in 2024, according to Canada's Innovation Leaders (CIL) report. This success places UWindsor among the top 30 research universities nationally, driven by strong industry partnerships (e.g., Magna, Schaeffler) and key projects in areas like biomanufacturing (INSPIRE initiative) and sustainable mobility, fostering real-world impact.

Underpinned by its mission to empower positive change through regionally and globally engaged inquiry, learning, scholarship, creative activity, and research, UWindsor's strategic plan, *Aspire: Together for Tomorrow* (2023–2028),

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sets a five-year vision centered on academic excellence, research and creative activity, and an outstanding, inclusive student experience. The plan emphasizes equity, diversity, inclusion, Truth and Reconciliation, sustainability, and strong community engagement, with coordinated implementation and accountability across faculties and units.

Over the last decade, UWindsor has undergone major campus renewal and modernization, with ongoing investments in new infrastructure. This includes the opening of Rodzik Hall, a new student residence and the development of Canada's first net-zero, multi-storey 3D-printed student residence, showcasing innovative sustainable construction and hands-on research collaboration.

UWindsor is committed to academic distinction, research intensity, inclusive excellence, and deep community engagement, positioning the institution for continued momentum in teaching, discovery, and societal contribution.

ABOUT WINDSOR ESSEX:

Windsor's unique location on the Canada-United States border gives residents the best of both worlds: the relaxed pace, affordability, and community feel of a mid-sized Canadian city paired with immediate access to the cultural, entertainment, and professional opportunities of a major American metropolis.

With a metropolitan population of over 420,000, Windsor offers hassle-free commutes and welcoming neighbourhoods, yet is just minutes from world-class concerts, professional sports teams, art museums, and festivals in Detroit. The region features a scenic waterfront, including one of North America's largest continuous waterfront parks along the Detroit River, with walking and biking trails, landscaped gardens, public art displays like Windsor Sculpture Park, and abundant opportunities for outdoor recreation. Beyond the waterfront, residents can explore parks and trails such as Jackson Park and nearby Point Pelee National Park, as well as extensive cycling routes and natural areas that support year-round active living.

Windsor-Essex is known for its cultural diversity and vibrant community life. Home to representatives of more than 100 distinct cultures, the region celebrates its multiculturalism through festivals like the Windsor International Film Festival and Carrousel of Nations, dynamic food scenes, and neighbourhoods such as Chinatown. The area has deep

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historical roots and boasts heritage districts like Old Sandwich Town and Walkerville with rich local history and charm.

Economically, Windsor is a diverse and resilient hub, historically centered on automotive manufacturing but growing in sectors such as healthcare, logistics, education, ICT, and advanced technologies through cross-border partnerships and strategic innovation initiatives. In addition, Essex County's agricultural strengths - supported by a long growing season – contribute to local farmers' markets, vineyards, craft breweries, and a vibrant culinary scene that highlights fresh, local produce and award-winning wines.

Affordability and quality of life are strong draws. Housing and everyday living costs in Windsor are generally lower than in many other Ontario cities, making it an attractive option for families, professionals, and newcomers seeking more space and lifestyle value. Connectivity is excellent, with easy access to Windsor International Airport and the nearby Detroit Metropolitan Airport for global travel, multiple international crossings including the Ambassador Bridge and the Windsor-Detroit Tunnel, regional transit options, and proximity to major Ontario centres such as Toronto and London via railway and highway.

Together, these attributes make Windsor–Essex a compelling location for professional and academic life - offering cultural richness, outdoor adventure, community diversity, affordability, and strategic global connectivity.

Since 1963, the University of Windsor has been a forward-looking community that comes together to study, to learn, to teach, and to serve. Our symbol is the bridge; our vista is cross-border; our commitment is local; and our impact is global. We are a dynamic, inclusive community of higher learning with roots going back more than 160 years and with a future full of promise.

APPLICATIONS:

In pursuit of the University's commitment to employment equity, members from the designated groups including women, Indigenous Peoples (First Nations, Métis, Inuit), racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity **are encouraged to apply and to self-identify.**

If you need an accommodation for any part of the application and hiring process, please notify the Employment

Coordinator (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Mediation, and Resolution (OHRCM) at <https://www.uwindsor.ca/ohrcrm>.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants in advance for their interest in the University of Windsor, however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.

APPLICANTS INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY on or before April 27, 2026 at 4:00PM

APPLY NOW
