

York University

Associate Registrar & Director, Student Recruitment & Admissions

Reference: 111452

Duration: Permanent Full Time

Location: 4700 Keele Street, Toronto

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

Reporting to the University Registrar and Assistant Vice Provost, the Associate Registrar & Director (AR&D), Student Recruitment and Admissions plays a key role as part of the leadership team in the Office of the University Registrar (OUR). The AR&D provides leadership and direction related to the broad areas of strategic enrolment management, undergraduate international and domestic recruitment and admissions. The AR&D guides and collaborates with faculties, service units, and leaders across the university to develop and lead the institutional undergraduate recruitment and admissions strategy while prioritizing evidence-based decision making. The AR&D works closely with the other directors of the OUR to provide excellent service to staff, faculty and students. The AR&D demonstrates commitment to promoting diversity, equity, and inclusion in admission practices and fostering a culture of professionalism and lifelong learning.

To be considered for this opportunity, you will bring the following:

Education:

- University degree in a relevant field.

Experience:

- 7 years of related experience.
- 5 years management experience in a unionized environment.
- Experience in student recruitment, admissions, marketing/public relations.
- Experience in strategic planning and project management
- Experience developing admissions policies and procedures for admissions assessment/evaluation and/or transfer credit/articulation.
- Experience with a customer relationship management system and best practices to support recruitment and admissions
- Experience and success in providing and/or creating conditions for service excellence for a variety of community partners such as students, faculty, clients, customers, colleagues, users, etc.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 111452.

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits>

Please apply online at: <https://rita.cegid.cloud/go/6787d34de9e0ef4d36fdf852/59a423fe43040004c3b681d7/en>