

## **York University**

### **University Registrar/Assistant Vice Provost**

Reference: 111168

Duration: Permanent Full Time

Location: 4700 Keele Street, Toronto

#### **Purpose:**

The Division of Students works with partners across the University and community to promote student success and is a proud York University learning community member. The Division's goal is to support and increase access to the postsecondary experience, see students thrive and succeed academically, socially, and personally, encourage students to become engaged learners, and provide students with resources and support throughout the university to help them achieve their goals. Reporting to the Vice Provost Students (VPS), the University Registrar & Assistant Vice Provost is an innovative leader who plays a critical role in the recruitment and graduation attainment of a diverse student body. The incumbent works collaboratively with Faculties and York International, builds relationships and develops strategies to champion student success through the execution of industry-leading practices, student-centric digital service delivery, and provides leadership and support on strategic enrolment management matters. Through a deep understanding of the student experience, the University Registrar & Assistant Vice Provost will lead efforts to achieve the University's Academic Plan and adhere to its equity, diversity, and inclusion commitments. As a senior leader, the University Registrar & Assistant Vice Provost is a voting member of the Senate and an active member of the Committees of the Senate. In the York community, the incumbent is a highly visible champion and partner on pan-institutional committees related to strategic enrolment management, global engagement, student data and governance, and the full scope of registrarial matters along the student journey. The University Registrar & Assistance Vice Provost will provide strategic advice on complex, sensitive student issues and a critically important voice on the Vice Provost's team as they inform the strategic direction of the division. The incumbent also possesses attributes and skills required to plan and execute strategy, adapt to an ever-shifting postsecondary education landscape and effectively manage and navigate change both internally and externally. The University Registrar & Assistant Vice Provost provides leadership and strategic direction to the portfolio which includes Student Recruitment & Admissions, Student Support & Advising, Student Records & Scheduling, Student Financial Services, and Student Systems. Within the Office of the University Registrar (OUR), the Registrar is accountable for strategic planning, multi-year budgeting, human resource management, policy and procedural development, and systems leadership and development across multiple campuses. The Registrar ensures that matters related to student records are handled with integrity and quality and works collaboratively with constituents throughout the University to implement systems, policies and procedures that improve the experience for undergraduate and graduate students.

#### **Education:**

- University degree in a related discipline.
- Coursework and/or training in one or more of the following areas: education, business, strategic and financial planning, management, technical systems and/or human resources management.
- Note: Position requires verification of degree(s)/credential(s).

#### **Experience:**

- 8 years of relevant progressive experience in admissions, financial aid, retention, student services,
- 6 years of management experience.
- Experience prioritizing, managing and implementing large scale projects preferably in a higher education context.
- A proven track record for or the ability to stay current on registrarial-related best practices in higher education, and the readiness to take on bold and creative ideas in support of strategic enrolment management.
- Experience with work process review, technology implementation and change management.
- Proven record in setting strategic direction and follow through to implementation incorporating the use of technology and the re-engineering of existing policies, procedures and administrative systems to improve service delivery.
- A proven track record of leadership as it relates to working effectively and collaboratively with peers and units to achieve desired objectives. an ability to be innovative, forward looking and to take risks to bring about change and improve service delivery.
- Ability to collaborate successfully with varying levels of government, and other universities nationally and internationally.

#### **Skills:**

##### **Knowledge**

- In-depth understanding of the theory and practice of enrolment management and its relationship to the delivery of quality student services.
- Knowledge of computerized Student Information Systems.

- In-depth understanding of and fluency in the use of informational technologies.
- Thorough understanding of University regulations, policies and procedures.
- In-depth understanding of student-related activities within a university context and within the larger post-secondary system.
- In-depth knowledge of decolonization, equity, diversity and inclusion (DEDI). Understanding of ways to address inequities and a genuine desire to make matters of diversity and inclusion a priority and reduce systemic barriers.
- Expertise in change leadership and creative problem solving.

### **Skills**

- Must be able to demonstrate exceptional leadership skills at the strategic and operational level with expertise in industry-leading registrarial practices with the readiness to take on bold and creative ideas. This includes the ability to build, motivate, coach and lead a large department with competing priorities in a high-pressure environment within a rapidly changing postsecondary education landscape.
- Ability to recruit, develop and mentor a diverse high-performing team of unionized and non-unionized professionals, fostering a culture of excellence and continuous improvement that energizes and inspires staff, colleagues and students. Proven ability to develop and implement innovative and concrete solutions to complex institutional problems employing project and change management skills.
- Effective interpersonal skills that include the ability to persuade, negotiate, resolve conflict and facilitate solutions. Superb relationship management skills, a high level of political acumen and successful collaborative experience working with a variety of contacts (internal and external to the University). The ability to demonstrate empathy working with students, faculty and staff with an ability to work effectively with various university constituencies to resolve issues amicably and collegially.
- Ability to work cooperatively as a member of an executive team. demonstrate sound judgement. and maintain confidentiality.
- Expertise in the formation, interpretation and execution of pan-institutional policies, programs and strategies that support an institution's goals.
- Demonstrated ability to articulate and advocate on behalf of students and work with relevant academic and administrative bodies to simplify policies and processes to enhance service delivery including the ability to articulate complex legislation.
- A solid understanding of and fluency in the use of informational technology.
- A highly developed competence in strategic and financial planning.
- Advanced skills in resource management (budget, human resources, space).
- Exceptional organizational, planning and time management skills.
- Interest and commitment to decolonization, equity, diversity and inclusion (DEDI).

### **Additional Notes:**

- Works within a typical office environment.
- Occasional travel with GTA and, at times, internationally is required.

### **Compensation:**

York's CPM Compensation Framework has a salary grid consisting of 6 or 8 steps (depending on job grade) which is reviewed annually with possible adjustments, and a lump sum Performance Based Recognition Award. Employees will receive the grid adjustment and depending on performance, eligible permanent employees may move to the next step of the grid and may receive a lump sum Performance Based Recognition Award. Visit the CPM Compensation page on the HR Website to find out more about York's CPM Compensation Program.

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.

York University employees must apply to jobs through the Employee Career Portal - YU Hire. If you are a current York University employee and/or are using your rights under a collective agreement to view and/or apply to jobs, you MUST log into YU Hire to access the York University Employee Career Portal.

PLEASE NOTE: Applications must be received by 11:55 pm EST on the posted deadline date, if applicable.

Please apply online at: <https://rita.cegid.cloud/go/66f1a7aef718485a9b58039d/59a423fe43040004c3b681d7/en>