



EMPLOYMENT OPPORTUNITY

Competition #SA047-2024

Associate Registrar, Student Recruitment + Admissions

Permanent Full-Time Excluded Position

8:30am to 4:30pm / Monday to Friday ([Telecommuting Options Available](#))

Grade 12 (\$99,050 to \$132,066 per annum)

Emily Carr University of Art + Design is a school of students, faculty, thinkers and makers unlike any other. Established in 1925, we are the only specialized, accredited, public, post-secondary university in British Columbia solely devoted to education and research in the creative sector and its associated knowledge economy. We merge research, critical theory and studio practice in an interdisciplinary environment, strengthening our work by the integration of our personal and professional practices. Our strategy, facilities, partnerships and resources are intentionally student-centred to foster dialogue, expression and open connections in support of the next generation of creative and cultural leaders.

The Associate Registrar, Student Recruitment and Admissions provides strategic leadership for recruitment and admissions of undergraduate students for the University. The Associate Registrar is responsible for ensuring the annual new student enrollment plan is met for domestic and international students and develops policies and processes to enhance recruitment and admission services. The primary functions of the role are to lead the design, implementation, and management of the student recruitment and admissions strategies that meet the strategic goals of the institution. The position is a member of the Registrar's Office management team.

Benefits of Joining the Emily Carr community:

- Enrollment in a comprehensive benefits package, including Dental Coverage, Extended Health, Disability Coverage and Life Insurance.
- Membership in the College Pension Plan.
- Access to personalized telecommuting options.
- Competitive vacation and Professional Development benefits.

As the successful applicant, you should possess:

- Bachelor's degree in a related discipline. Master's degree is an asset.
- Minimum five years of strategic management and leadership experience in student services, admissions, student recruitment at a post-secondary institution, including experience in creating improved student access to student services and resources and supervision of staff.
- Minimum of 7- 10 years' experience in a Registrar's Office at a college or university is preferred.
- Or an equivalent combination of education and experience.
- Experience in supervising employees, preferably in a unionized setting.
- Fully conversant with student information systems and CRM databases (e.g. Colleague and Slate)
- Excellent knowledge of Canadian and international secondary and post-secondary education systems
- Excellent knowledge of post-secondary recruitment and admissions practices in British Columbia
- Knowledge of relevant BC legislation including Freedom of Information and Protection of Privacy Act (FIPPA)
- Knowledge of art, design, and media communities is an asset.
- Must be highly organized, adaptable to changing systems and conditions, and possess strong analytical and problem-solving skills.
- Knowledge of human resource practices and principles, strong skills in employee development and performance management, and the ability to supervise employees in a unionized environment.
- Skill in examining operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Knowledge and understanding of business policies, procedures, and systems as applicable to a university.
- Ability to develop, plan and implement short and long-range goals and business objectives including skills in organizing resources and establishing priorities.
- Ability to foster a positive work environment.
- Ability to use independent judgement and to effectively manage and communicate information to a range of partners.
- Demonstrated leadership and strategic planning skills.
- Demonstrated commitment to justice, equity, diversity, inclusion, and reconciliation.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Typical Duties include:

1. Ensures the University consistently meets its annual undergraduate new student enrollment objectives for both domestic and international students by:
 - providing leadership, expertise and creativity under the guidance of the Registrar, in developing, refining and executing the undergraduate recruitment and admissions strategy from lead generation to enrollment
 - overseeing the development and implementation of the university's recruitment and admissions processes and business practices, and in keeping with the strategic enrollment management values and goals of both the institution and faculties.
 - developing and implementing a strategic vision for the prospective undergraduate student experience, working with a variety of internal and external constituencies to create and implement differentiated and highly personalized recruitment and admissions approaches for each prospective target group.
 - working collaboratively, proactively and supportively with ECU's strategic enrollment management governing bodies and the faculties.
 - developing and maintaining recruitment pathways and partnerships with other post-secondary institutions, at the provincial, national and international level.
 - providing leadership in the use of systems, reporting and assessment across the unit to support evidence-based decision-making and responsiveness to market and institutional changes.
2. Oversees the operations of the Student Recruitment and Admissions units by:
 - envisioning and implementing new policies, processes and technologies to enhance recruitment and admission services
 - aligning recruitment and admission practices to improve services in these areas
 - managing and administering the operating budgets
 - making the best use of customer relationship management (CRM) applications and other technologies to improve communication between the prospect/applicant and the institution
 - developing operating procedures, processes and policies to enhance student recruitment, enrollment and retention to respond to the needs of prospects, applicants, current students, faculty, administration and other internal and external partners.
3. Promotes the University's brand by:
 - delivering a highly authentic, professional and positive first and lasting impression of the institution with prospective students and their families, both personally and through supervised staff teams
 - increasing awareness of academic programs, services, activities, and initiatives
 - embodying and modelling for others a student-centric, customer service attitude
 - working closely with marketing and communications in the development of student marketing and promotional plans and publications.
 - participating in external professional associations, governmental and community organizations, and institutional initiatives
4. Provides leadership to staff by:
 - developing staffing plans, establishing roles and responsibilities, developing and implementing training plans, promoting professional development, evaluating performance, preparing and maintaining job descriptions and making hiring decisions.
 - orienting new staff, identifying training and development needs and setting expectations and goals.
 - ensuring that succession planning and cross-training is in place to maintain a continuity of service.
5. Fosters a culture of Justice, Equity, Diversity, and Inclusion (JEDI) by remaining current in JEDI trends that impact their field of work and make recommendations to the Registrar + Executive Director of Enrolment for improvements in support of the ECU community, and the strategic goals of the University.
6. Performs other related duties as required.

To apply for this job, please visit <https://ecuad.peopleadmin.ca>. **Competition closes on Friday, 29 November 2024.**

Emily Carr University especially invites those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized. These include women, persons with diverse gender expressions and identities, persons of all sexual orientations, racialized persons, persons with disabilities, and First Nations, Metis, Inuit and Indigenous persons. All qualified people are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.