

*We create an exceptional learning environment committed to preparing learners for leadership, service and success.*

**UNIVERSITY REGISTRAR – Competition Number 10-46**

The University Registrar, through a proactive, consultative, and collaborative process, provides leadership to Kwantlen Polytechnic University in all areas related to admissions, student records, and course registration and planning. Reporting to the Associate Vice President, Strategic Enrolment Management, the University Registrar ensures effective and efficient operation of Admissions (domestic and international), Student Records, and Registration Services and is accountable for developing and implementing a service strategy that supports the University's strategic, academic, and enrolment management initiatives. As a member of various University councils and committees, the University Registrar participates in the overall planning and operational processes for the institution, including strategic, educational and budgetary planning, and program and service evaluation.

This role requires a full awareness of trends within postsecondary education provincially, nationally, and internationally and skill in interpreting how forces and factors at play influence the University in general and the registrarial function specifically. The University Registrar monitors best practices with respect to registrarial functions and ensures that Kwantlen steadily enhances the services it provides.

The successful candidate will have a Masters degree (Doctorate preferred) as well as a minimum of five years experience in a registrarial capacity at an accredited university. Familiarity with the Banner Student System and experience in administration of international application processing is preferred.

Kwantlen is British Columbia's Polytechnic University. As a leader in innovative and interdisciplinary education, we offer all learners, regardless of background and preparation, opportunities to achieve the highest standards of academic performance. Our many programs of study provide applied learning and broad-based university education. Described by MacLean's Magazine as one of fastest growing Universities in Canada, Kwantlen offers bachelor degrees, associate degrees, diplomas, certificates and citations in over 135 programs to more than 17,000 students in the Greater Vancouver Metropolitan Region, with campuses in Surrey, Richmond, Langley and Cloverdale.

To view the detailed position description, please visit our website at:  
<http://www.kwantlen.ca/hr/employmentopportunity.html>

Please forward your resume and cover letter, quoting competition number by April 23, 2010 to:  
Human Resource Services, 20901 Langley By-Pass, Langley, BC V3A 8G9 or by email to [employ@kwantlen.ca](mailto:employ@kwantlen.ca).

*We thank all applicants for their interest in Kwantlen Polytechnic University.  
However, only those applicants selected for further consideration will be contacted.*