



## Internal Staff Opportunities

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### Registrar (PM6)

**Job Number : 1000129**

**Employee Group:** Administrative Position - Professionals / Managers

**Faculty / Division:**

University of Toronto Scarborough

**Description :**

Under the general direction of the Dean & Vice-Principal (Academic), the Registrar is responsible for full managerial authority over the staff in the work unit/department in the areas of human resources, labour relations and financial management.

This position is responsible for directing, coordinating, and facilitating all registrarial services, including admissions, registration, financial aid and awards, academic appeals and petitions, scheduling and statistics, records and data analysis, examinations, and convocation services for the University of Toronto Scarborough (UTSC). The Registrar oversees the development of the academic calendar, delivery of front-line services to students on registrarial matters, collaborates with the Academic Advising Service, the Centre for Teaching and Learning, and the academic departments to ensure seamless, coordinated delivery of advice to students, and participates on various committees. The Registrar is responsible for all aspects of the registrarial budgets and staffing. He/she also works closely with the Dean's Office on recruitment, including the development and implementation of new recruitment programs, and on the development of the Academic Calendar.

**Qualifications :**

(Minimum)

**Education:** A Post-Graduate degree in Adult Education, Counselling, or Administration or acceptable combination of education and experience.

**Experience:** A minimum of eight years experience in a Registrarial/Recruitment area with progressively senior management responsibilities. Substantial background knowledge concerning the capabilities and potentials of computerized systems both as they relate to information management and as creative marketing tools.

**Skills:** A solid understanding of relational databases. While direct technical knowledge of specific systems is not required, the Registrar must be proficient in working with institutional student record systems.. Knowledge of Microsoft Office with advanced knowledge of Excel and Word.

**Other:** Excellent interpersonal skills with the ability to communicate effectively and develop good working relationships with students, co-workers, senior university administrators, and external clients. Team-building, conflict management and investigation skills, strong organizational, planning, and time management skills required. Skills in budget analysis, statistical interpretation and creative marketing techniques are important to success. Recognize and maintain the confidentiality of sensitive personal and operational information. Demonstrated ability and commitment to enhancing the quality of the student experience at the post-secondary level is key.

**Job Field :** Student Academic Experience

**Campus :** Scarborough

**Department :** UTSC: Office of the Registrar

**Schedule :** Full-time

**Appointment Type:** Budget - Continuing

**Pay Scale Group and Hiring Rate:** PM 6 -- Broadband Salary Range: \$85,081 - \$132,437 (Open) -- Hiring Zone: \$85,081 - \$106,350

**Notes:** Application deadline is March 12, 2010.

**Travel:** Limited

**Recruiter :** Marilyn Kwan

**Posting Date :** 23/Feb/10

**Closing Date:** 12/Mar/10

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