

Tri-Campus Registrar

St. Lawrence College

St. Lawrence College (SLC) is an integral part of the economic life and social fabric of Eastern Ontario, with campuses in Kingston, Brockville, and Cornwall. With modern, expansive facilities in three vibrant cities and a solid track record of excellence, St. Lawrence College still combines all the benefits of a world-class education with the advantages of small-town living and personal attention to detail. St. Lawrence College consistently ranks as one of Ontario's leading community colleges, preparing students for the global economy with relevant, practical, and experiential learning opportunities. Offering over 100 full-time programs, St. Lawrence College is a close-knit community of 10,000 full-time students across three campuses, and more than 98,500 alumni.

St. Lawrence College is seeking applications and nominations for a *Tri-Campus Registrar*, located on their Kingston campus. Reporting into the Senior Vice President, Strategy, Communications and Advancement, the Registrar will lead a experienced and dedicated team and work collaboratively with the college's senior administration, faculty and other operational staff to ensure a positive experience for all SLC students. They will provide counsel to the Senior Vice-President, Strategy, Communications and Advancement, the College Executive Team and to members of the senior management team regarding a wide variety of registrarial matters, and engage and maintain strong relationships with all stakeholders and partners of SLC to ensure administrative, operational and policy matters are managed collaboratively. The Registrar will facilitate and champion measures to ensure the integrity of all SLC credentials, including diplomas and degrees, grades, offers of admission, transfer and articulation etc.

The ideal candidate will possess extensive and progressive work experience in the registrarial function, with the drive and ambition to bring their skills and expertise to the St. Lawrence College community. They will bring relevant experience from the College and/or University sector within the registrarial office, as well as a proven record of innovation, forward-thinking, and measured risk-taking. Candidates must have experience in systems analysis and business process reengineering and have been involved in a student information system upgrade, ideally in PeopleSoft. The ideal candidate will demonstrate an ambition to stay current on registrarial-related best practices in higher education, and the readiness to table bold and creative ideas in support of strategic enrolment management. The successful candidate will be a poised, collaborative and engaged leader, with the ability to work successfully with varying levels of government and other post-secondary institutions nationally and internationally and continue to elevate SLC's profile as a leading community college.

For more information, contact Jane Griffith or Dania Zargaran at danial.zargaran@odgersberndtson.com or submit your resume and cover letter at <https://www.odgersberndtson.com/en/careers/15863>.

St. Lawrence College is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), upon request, accommodation will be provided by both Odgers Berndtson and SLC throughout the recruitment, selection and/or assessment process to applicants with disabilities.

