



Registrar

Royal Roads University

Job Description

A foundational role in any institution of higher learning, the Registrar is named in Section 13 of the [Royal Roads University Act](#) as the keeper of records and secretary to the Convocation. In addition, the Registrar provides strategic leadership to institutional enrolment planning and management, admissions, registration, academic scheduling, and student records. The Registrar is a key player in academic planning and student issues management.

The Registrar coordinates the university's strategic enrolment management (SEM) framework, implementing the SEM planning structure, providing advice, and making recommendations for the continuous improvement of planning and priority setting. Delivering on a rolling SEM plan, the Registrar oversees admissions, registration and academic scheduling, stewards academic regulations, and plays a critical role in the review of new and amended course and program proposals. Supporting data-driven decision making, the Registrar also supervises academic institutional analysis and coordinates enrolment planning, forecasting and reporting.

Working with the Associate Registrar and Manager, Registration Services and the Manager, Admissions, the Registrar leads a staff complement of approximately 20 staff, facilitating the ongoing development of a caring, creative, and high-performance team.

Job Requirements

- Master's degree and a minimum of 10 years of experience in progressively more senior roles in Offices of the Registrar, or an equivalent combination of education and experience.
- Extensive senior management level experience in an academic environment.
- Demonstrated collaborative leadership and coaching abilities. Success in fostering a team approach and mentoring seasoned professionals.
- In-depth knowledge of both domestic and international post-secondary systems and admissions and program structures.
- Proven track record of student information system management and oversight.
- In-depth knowledge of, and experience in, strategic enrolment management.
- Strong analytical skills and ability to exercise independent judgement in complex and dynamic situations. An innovative problem solver who combines creativity with rigour.

- Excellent communication skills including the ability to communicate effectively with a variety of students and staff at different levels in the organization, internally and externally.
- Strong planning and project management skills.
- Anticipates and plans for change. Ability to manage change and conflict through mentoring and conflict resolution techniques.
- An innovative problem solver. Demonstrated ability to methodically analyze problems and find realizable solutions, considering fiscal, technical and human resource realities or limitations. Excellent organizational, quantitative, analytical reasoning and problem-solving skills.
- Results oriented. Shows ability to surpass previous accomplishments with a philosophy of continuous improvement.
- Strong computer skills using MS Office suite and knowledge of or experience with a student information system required.

Preferred Qualifications

- Experience with new system implementation or revision is an asset.

Functional Competencies

- Problem solving
- Communication
- Leadership and coaching

Additional Information

This is a regular, full-time position working 37.5 hours per week. This position has been evaluated at ME-D with a salary range of \$119,230 (minimum) to \$140,270 (midpoint) to \$161,311 (maximum) per annum. Employment offers will normally be made between the minimum and midpoint of the range and are determined by knowledge, experience and internal equity. The University is pleased to offer a comprehensive benefit package. Royal Roads University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our faculty and staff including, but not limited to, women, visible minorities, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.

While Royal Roads University values all applications we receive, only those candidates shortlisted for further consideration will be contacted. Please note that all qualified candidates are encouraged to apply, however, applications from Canadians and permanent residents will be given priority. If you require any form of accommodation throughout the recruitment process, please contact us directly at human.resources@royalroads.ca attention: Lorisha Bühler or 250-391-2600 extension 4408 so we can offer you individualized assistance and ensure equity in our recruitment and hiring process. ALL COMPETITIONS WILL CLOSE AT 10.00 P.M. ON THE DATE OF CLOSING

Closing Date 12/12/2022

Apply Online <https://royalroads.mua.hrdepartment.com/hr/ats/Posting/view/1369>