

## Assistant Vice-Provost, Strategic Enrolment Management

The portfolio of the Vice-Provost, Teaching, Learning and Student Experience (TLSE) includes a wide array of centrally-organized university activities in all areas of teaching, learning and students. The portfolio is organized around the principle of the student learning lifecycle. This means that the work of TLSE involves interactions with students at points before they become USask students, working with them to become USask students, and shepherding students through an exceptional student experience so they are positioned to grow, develop, and achieve academic and non-academic goals. TLSE units include those designed to support faculty and staff who are, in turn, committed to the highest quality of student experience.

### Primary Purpose

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The primary purpose of the Assistant Vice-Provost (AVP), Strategic Enrolment Management (SEM), Office of the Vice-Provost Teaching, Learning and Student Experience, is to guide and inform institutional planning, resource allocation, and the advancement of a culture of strategic enrolment management. The AVP contributes to the leadership of the TLSE portfolio and supports the work of the Vice-Provost, Teaching, Learning and Student Experience. In partnership with colleges/schools and at all levels of leadership, the position plays a key leadership role in: (1) supporting the development of and provide oversight on the progress toward USask enrolment goals; (2) developing and implementing strategies and action plans to meet the university's enrolment goals, and (3) advancing the university's goals around internationalization and Indigenization.

The AVP SEM chairs institution-wide committees to support a culture of SEM (e.g., Strategic Enrolment Intelligence Team, RMS Oversight Committee) and represents USask at many provincial and national tables (i.e. Saskatchewan Education Alliance, Saskatchewan Transfer Credit & Learner Pathway Council, CALDO). This position is also responsible for leadership and oversight of the directions, priorities, goals, activities, staff, resources and outcomes for a set of units directly tied to the management of enrolment including: Student Recruitment, the Prospective Student Office, Admissions and Transfer Credit, the International Student and Study Abroad Centre, and the University of Saskatchewan Language Centre. There is a dotted line relationship with the Aboriginal Student Centre.

### Nature of Work

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The Assistant Vice-Provost SEM builds and maintains a data-informed SEM culture at USask and ensures that this culture permeates across all levels of leadership. This position reports directly to the Vice-Provost, Teaching, Learning and Student Experience and has a dotted line report to the Dean of the College of Graduate and Post-Doctoral Studies. As the university's SEM champion, the AVP has an effective working relationship with the President, Provost, Vice-Provost, Indigenous Engagement, and Deans and their leadership teams. The incumbent is expected to establish a high degree of collaboration with individual colleges, schools, off-campus sites and external stakeholders to influence and direct the planning, implementation, and administration of SEM and student-related international initiatives.

The position is responsible for the identification and determination of operational changes required as a result of new structures that support SEM and/or internationalization. The Assistant Vice-Provost SEM employs research to guide SEM strategies and actions and as such maintains a close working relationship with Integrated Planning and Assessment and Information & Communications Technology. Supporting SEM requires that the Assistant Vice-Provost SEM to make recommendations and hold accountabilities around budgetary allocations and policy development. The incumbent is also expected to explore innovative ways of obtaining support from areas of the university such as ICT, Human Resources, and University Relations. The Assistant Vice-Provost SEM is required to exercise authority and direction over the general development of the TLSE action plans and initiatives and to work closely with other university senior leadership teams to advance strategic institutional planning and new collaborative partnerships in support of TLSE initiatives.

## **Accountabilities**

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### ***Strategic Planning and Resource Allocation***

In close collaboration with academic leaders and administrative partners, leading the development and implementation of plans and activities to support the university's strategic enrolment management goals in general and the university's internationalization strategy in particular. This includes but is not limited to the following kinds of activities.

- Assessing current environmental factors and needs to determine the priorities and principles that will guide resource allocation within colleges and schools in support of SEM
- Developing policies and frameworks to advance a culture of SEM at the university
- Providing expert analysis and interpretation of prospective student and applicant data in order to assess strategies and make critical alignments
- Identifying best practices, issues and trends in undergraduate and graduate student enrolment and developing strategies to address and leverage trends
- Developing and implementing effective systems, principles and innovative strategies to support the integrated institutional planning and management of resource allocation (academic, human [including faculty and staff], financial, capital, physical space, equipment) in support of SEM.
- Developing innovative solutions to address challenges through allocation and re-allocation of resources that align with and support SEM initiatives.
- Developing and reporting on, as needed, metrics that track progress in meeting strategic objectives.
- Within the TLSE, contributing to, advocating for, promoting and advancing the strategic directions, priorities and goals set by the University and by the TLSE senior leadership team;
- Aligning unit plans, strategies, activities and outcomes with the strategic directions, priorities and goals of colleges/schools, the TLSE portfolio, and the university;
- Ensuring that the activities of units are appropriately coordinated within the group, with other TLSE units, as well as responsive to and collaborative with other parts of the University so as to meet enrolment goals, improve the experience of both prospective and current students, and advance the image of the institution.

***Strategic Financial Management and Budgeting***

- Negotiating budgets and creating a sustainable funding plan in support of SEM initiatives.
- As part of the TLSE's Leadership Team, developing multi-year forecasting for the office as part of the University's integrated planning process, ensuring financial stability and success for SEM units, including cost-recovery and revenue-generating operations.

***People and Environment***

- Coordinating institution-wide structures designed to promote a culture of SEM including (but not limited to) the Relationship Management System and the Strategic Enrolment Intelligence Team.
- Interpreting and applying collective agreements, labour legislation and employment law with respect to reallocation of human resources and direct reports.
- Proactively and strategically recruiting and retaining outstanding leaders and staff in support of the TLSE, a SEM culture, and the broader strategic university mission and vision.
- Engage Indigenous stakeholders and incorporates Indigenous perspectives to advance reconciliation goals.
- Mentoring direct reports and ensuring their success by exercising and implementing a full range of managerial responsibilities ensuring the required level of accountabilities and high standards of performance are met.

***Risk Management***

- Incorporating the identification, assessment and management of risks into the planning process and decision-making including risks related to intake, enrolment and retention.
- Ensuring high standards of sensitivity, awareness, and compliance with respect to wellness, safety, diversity and inclusion.
- Ensuring communication and education of, and compliance with, university policies, provincial and federal laws and regulations, and collective agreements.
- Displaying accountability and transparency of activities, information, and reports related to SEM activities and initiatives.

***Education, Experience and Skills***

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Highly experienced administrator (minimum 15 years of experience in administrative leadership) with an established reputation as a SEM leader, preferably in a student-affairs or higher education related discipline. A graduate degree is required (a Ph.D. or Ed.D would be considered an asset). This position requires that the incumbent have extensive international experience demonstrating past success in working with post-secondary partners in other countries.

The incumbent must exhibit an ability to influence the organization, guide institutional strategic planning and decision making, implement recommendations, and inspire collaborative partnerships while recognizing the importance of individual approaches and unit needs. The incumbent must be technologically savvy, and must have experience with research, data analysis (including interpretation) and institutional reporting. The incumbent must be able to work effectively with others to build a clear sense of direction and to achieve results within realistic time-frames.

Experience with institutional planning, developing and delivering international initiatives is required along with outstanding proactive leadership skills, a demonstrated ability to inspire and mobilize others, and resolve conflict through negotiation, mediation, or facilitation.

Relationship building is key to the success of this position and experience developing collaborative relationships with senior administrators and internal and external stakeholders is essential. This includes:

- Experience leading and working with large teams, diverse stakeholders, and communities in an academic setting is an asset.
- The ability to mentor and promote the professional development of staff and professional activity of faculty.
- Ability to engage Indigenous stakeholders and incorporate Indigenous perspectives to advance reconciliation goals.
- A reputation for credibility, integrity, innovation, vision, cooperation, collegiality, and consultation.
- Established awareness of international/multicultural issues and strong intercultural communication skills.
- Excellent communication skills.

Other skills needed include:

- Policy development and implementation experience
- Hiring, managing, motivating and evaluating employees, and creating effective and productive teams
- Demonstrated ability to manage competing interests, projects and deadlines and to fulfill commitments
- Demonstrated understanding of student information systems

The University of Saskatchewan has instated a number of health and safety requirements for faculty, staff and students in consideration of the COVID-19 pandemic. As of January 4, 2022, being **fully vaccinated** against COVID-19 is a condition of employment and proof of vaccination will be required. The University will consider accommodations requests for individuals in accordance with the requirements of *The Saskatchewan Human Rights Code, 2018*.

**[Learn more about what we are doing to keep our campus community safe.](#)**

**The University believes equity, diversity, and inclusion strengthen the community and enhance excellence, innovation and creativity. We are dedicated to recruiting individuals who will enrich our work and learning environments. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodations to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. The University of Saskatchewan's main campus is situated on Treaty 6 Territory and the Homeland of the Métis. We pay our respects to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another. Together, we are uplifting Indigenous to a place of prominence at the University of Saskatchewan.**