

Director of Admissions

About Ryerson:

At the intersection of mind and action, Ryerson is on a transformative path to becoming Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

Ryerson University welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

As an employer, we're working towards a people-first culture and we're proud to have been selected as one of [Canada's Best Diversity Employers](#) and one of [Greater Toronto's Top Employer](#) for 2015, 2016, 2017 and 2018. To learn more about our work environment and innovative educational environment, visit <http://www.ryerson.ca>, check out [@RyersonU](#), [@RyersonHR](#), and [@RyersonECI](#) on Twitter, and visit [our LinkedIn company page](#).

What Ryerson University has to offer employees:

There is something for everyone! Employees are eligible for many benefits, services and discounts including:

- Convenient location downtown at Yonge and Dundas, accessible by transit and car.
- [Competitive Benefits Package](#): Group benefits including comprehensive health and dental, emergency travel care, employee and family assistance program (EFAP), life and business travel accident insurance.
- [Ryerson Retirement Pension Plan \(RRPP\)](#): Participation in a defined benefit pension plan.
- [Tuition Waiver/Rebate](#): Eligible employees and their spouses and dependents have access to various programs and courses offered by Ryerson University.
- [Health & Fitness](#): Reduced membership rate to two (2) Athletic Centres which includes group fitness classes, massage therapy, personal training and aquatics.
- [Medical Centre](#): Access to the Ryerson medical centre which provides a range of medical services on campus.

- [Onsite Daycare](#): Full-time and part-time daycare, and before and after school program.
- To learn more about why Ryerson is a great place to work, visit; <https://www.ryerson.ca/careers/why-ryerson/>

The Office of the Registrar:

The [Office of the Registrar \(RO\)](#) contributes to Ryerson's bold vision by providing the bedrock of innovative systems and structures required to build a world-leading institution. Every member of the Ryerson community is an RO client. The RO is involved in the entire academic experience of the student body from admission through to graduation, providing reliable support through a wide range of services and safeguard the integrity of the university's policies and student records. We provide expert guidance to academic leaders regarding student recruitment, admissions, student financial services, student fees, new programming initiatives, transfer credit, course offerings, grading processes, scheduling, academic policy and curriculum management.

RO Highlights include:

- 83,000+ applications for admission processed annually for 90+ undergraduate and advanced standing programs across six Faculties
- 220,000+ interactions with prospective students, applicants and current students via the ServiceHub (our on-stop shop) annually;
- Support for over 45,000 full-time undergraduate and graduate students (and 70,000 individual course registrants to the Chang School of Continuing Education) with student financial assistance, scholarships and awards administration, tuition processing, course registration, credit transfers, course and examination scheduling, academic advising, transcripts and graduation.
- \$13.4+ million in university scholarships and bursaries distributed annually;
- 66,000+ academic standings assigned each year;
- 8,700+ students graduated annually

The opportunity:

Reporting to the University Registrar, the Director of Admissions provides senior strategic leadership that mobilizes individuals, teams and academic stakeholders to achieve the university's enrolment objectives for all undergraduate degree programs. The Director's portfolio includes oversight of admissions policy, academic equivalencies, transfer credits, target management, business operations and integrated admissions systems. The Director drives change in the admissions unit to deliver optimal enrolment outcomes by stewarding continuous process improvement and the on-going development of systems and strategies that produce overall operational efficiencies along with exemplary experiences for applicants, admitted students and university academic stakeholders.

The Director of Admissions builds strong internal working relationships within the Office of the

Registrar (e.g. business systems, client services, recruitment, student records,) and across the university (e.g. academic units and faculties, student affairs, athletics, privacy office) and represents Ryerson in a senior leadership and public relations capacity to external stakeholders, including applicants, parents, guidance counsellors and school principals, government and related organizations as well as the media. This position works closely with key university decision-makers including but not limited to: the University Registrar, University Planning Office, Vice-Provosts, Vice-Presidents, Deans/Program Directors and Chairs, Computing and Communication Services, Student Affairs, and Athletics.

The Ideal Candidate will have:

- Demonstrated experience in providing senior strategic leadership in the scope of a complex, high-volume and fast-paced post-secondary undergraduate admissions operation at a large post-secondary institution;
- Proven capacity to drive change and steward ongoing development of admissions, transfer credit and integrated systems; the implementation of innovative approaches and strategic practices in academic assessment, evaluation and target management; and the efficiency and user-friendliness of systems and processes;
- Proven leadership and staff development skills, with demonstrated ability to recruit, train, lead and motivate a large team of admissions, applications processing and admissions systems professionals to ensure the overall integrity, fairness and equity of application, admission and transfer credit practices;
- Demonstrated mathematical, analytical and interpretive competencies and experience in working with big data in order to make projections, identify trends and meet enrolment targets;
- Demonstrated expert knowledge in research and analysis of admission and transfer credit practices and emerging trends in provincial, national and global education systems;
- Meaningful experience in advancing the principles of equity, diversity, and inclusion in shaping application processes and admissions practices;
- Financial acuity, with the ability to prepare and supervise budgets and authorize project and event expenditures;
- Political, organizational and public relations acumen and experience in developing strong high-level relationships with colleagues, senior administration executives and academic leaders and external stakeholders; and
- Comfort speaking in front of groups of people (e.g. students, staff, parents, peers, University administrators and colleagues from other institutions), and communicating high-level thinking and vision;
- Superior judgement and integrity; resilience.

Qualifications:

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- University degree, preferably in Business, with emphasis/specialization in marketing, computer systems and/or finance. A postgraduate degree (MBA or M.ED.) would be a decided asset.
- Eight (8) to ten (10) years of progressively responsible leadership experience in a post-secondary environment with a strong background in undergraduate admissions, recruiting/marketing and/or curriculum management. Must include leadership of a large, service-oriented team with a high degree of autonomy.
- Interpersonal and HR management skills including making hiring recommendations and decisions, making promotional recommendations, planning and coordinating the work of others, recommending pay changes and making final pay decisions, monitoring the performance of staff, supervising a large team of professionals in a unionized environment.
- Experience leading administrative and operations functions including budgeting, business and financial management and human resource management.
- Expert knowledge of best practices in registrarial services and admissions with extensive experience in the development, implementation and review of both policies and programs related to admissions.
- Experience in the use, management and change of enterprise IT systems; familiarity with Campus Solutions is an asset.
- Articulate communicator with highly effective presentation and public speaking skills; proven ability to relate to diverse groups of people and communicate effectively at all levels; capable of delivering an appropriate message to suit the audience and setting..
- Strong negotiation and problem-solving skills; the ability to collaboratively seek solutions with mutual gains.
- Demonstrated expertise in change management with highly developed strategic and tactical abilities to take strategy through to execution.
- Ability to develop and sustain positive and collaborative working relationships with the broad range of internal and external stakeholders in undergraduate admissions from the university's senior executive team, faculty and staff, to peers at other institutions and colleagues in the secondary school system.
- Ability to thrive on a high level of interaction with others in an environment that is collegial and collaborative.

How to Apply:

In order to apply, please visit <https://www.ryerson.ca/careers/> and navigate to the “staff opportunities” section. Confidential inquiries can be directed to careers@ryerson.ca