

Registrar

British Columbia Institute of Technology (BCIT)

Burnaby, BC

For close to 60 years, British Columbia Institute of Technology (BCIT) has been providing highly relevant, critical education and training to individuals endeavoring to be uniquely career-ready in a competitive and ever-changing market. Widely recognized as a provincial leader by its industry partners for its innovation, flexibility, and relevance, BCIT is one of Canada's largest polytechnics, enrolling close to 50,000 students annually.

Given the retirement of a long-serving Registrar, an opportunity exists for a new Registrar to bring their own considerable talents and implement new best practices in a world-class post-secondary.

As the Registrar, you will work collectively with campus partners to provide for a coordinated and seamless approach to ensuring the best student experience at their many points of contact with BCIT, and advocate for a student-centric approach to regulatory and process changes and operational efficiency. You will work in partnership with the academic community, deans, faculty, other student-service providers, and IT services to facilitate and improve registrarial services for students. You will plan and direct all aspects – technological and administrative – of registrarial operations, including admissions, records, registration, program advising, timetabling, Student Information and Enrolment Services, and student systems. Reporting to the Vice-President, Students, you will oversee a team of approximately 100 and a budget of \$7.5M.

As the ideal candidate, you possess advanced oral, written, and presentation skills and have excellent interpersonal and intercultural skills to work collaboratively with a diverse range of professionals and stakeholders, both internal and external to BCIT. You bring a data-informed approach to decision-making and are at ease working to enhance digital and online services while creating new structures and initiatives within the academic setting. You have a successful track record in leading change through complex programs and initiatives, and the ability to set and meet strategic, financial, and operational goals. You have demonstrated experience building capacity in a team, and a commitment to working with a diverse student body. You take pride and pleasure in applying both an equity and a client-service lens to the work of the department.

Coupled with a graduate degree, potentially in Educational or Business Administration, your demonstrated leadership experience includes managing, motivating, and directing a team of professional staff and volunteers. Working in a related field with registrarial and/or student services experience will be highly desirable.

A once-in-a-career opportunity, the Registrar will be joining a well led Student Services department at a time of change and growth and where there is a clear opportunity to add immeasurable value to a critical post-secondary institute.

This role will be based at BCIT's main campus in Burnaby.

To explore this opportunity further, please click [here](#).

Equity, diversity, and inclusion are core values for the British Columbia Institute of Technology. Therefore, BCIT encourages applications from all qualified individuals, including women, Indigenous people, persons with disabilities, visible minorities, people of all sexual orientations and gender identities and expressions, and others who may contribute to the further diversification of the Institute.