



## Job Advertisement

### **University of British Columbia AVP Enrolment Services and Registrar**

The University of British Columbia (UBC), one of the world's most dynamic universities, is a global centre for research and teaching, consistently ranked among the top 20 public universities globally. A large part of what makes UBC unique is the community of engaged students, faculty and staff who are collectively committed to shaping a better world. UBC's vision is to create an exceptional learning environment that fosters global citizenship, advances a civil and sustainable society, and supports outstanding research to serve the people of British Columbia, Canada, and the world. With campuses in Vancouver and the Okanagan, UBC have more than 70,000 students and offers both intellectual riches and an unrivalled quality of life.

It is within this context that UBC invites applications and nominations for the position of **AVP Enrolment Services and Registrar** (AVP & Registrar) commencing fall 2022.

The AVP & Registrar reports to the Provost and Vice-President, Academic at UBC Vancouver, and UBC Okanagan. The AVP ES & Registrar is responsible for the management and leadership of Enrolment Services for all of UBC, and for carrying out the duties of the Registrar as defined in the University Act including overseeing appropriate secretariat support to the UBC Vancouver and Okanagan Senates and the Council of Senates. The AVP ES & Registrar develops and ensures the plans for achieving the Enrolment Services goals and objectives within the context of the *UBC's Next Century* Strategic Plan, as well as the Inclusion Action Plan, Indigenous Strategic Plan, among others, and the Senate-approved enrolment plans for each campus, are achieved.

The AVP ES & Registrar has a leadership role in the strategic enrolment

management process to ensure that students are attracted to and retained at UBC. This includes overseeing student financial assistance to support recruitment and retention goals. The AVP ES & Registrar is responsible for ensuring that Enrolment Services is an inclusive and diverse workplace which is free from harassment and discrimination and that all staff provide service and support to students that is based on and fully reflects a philosophy of inclusiveness and respect for diversity. In collaboration with the AVP & Chief Information Officer and UBC IT, which oversees the technical management of the Student Information Systems, the AVP ES & Registrar provides strategic leadership and direction to ensure effective operational management, quality and performance of the Student Information System, and transition to Workday Student, and for the accuracy and security of all student records.

Success of these, and other goals, is achieved at UBC through consultation and collaboration with stakeholders, the introduction of innovative policies and procedures, accurate and useful data analysis, reporting and monitoring, - effective business process design, and the effective use of technology.

The Associate Registrars & Directors of the following functional areas in Enrolment Services report to the AVP ES & Registrar: Undergraduate Admissions & Domestic Student Recruitment; Student Support & Advising, Strategic Indigenous Enrolment Initiatives; Student Scheduling, Record, Systems Management; Student Financial Management; Senate Secretariat and the Okanagan Campus Enrolment Services unit. The AVP ES & Registrar also chairs the Enrolment Management Committee, is an active member of Executive Enrolment Committee (Vancouver), Strategic Enrolment Management Committee (Okanagan), and Integrated Service Centre and the Integrated Renewal Program – Student. Key partners include the International Student Initiative, the Vice-President, Students portfolio in Vancouver (UBC-V), the Associate Vice-President, Students in the Okanagan (UBC-O), UBCIT, Finance & Operational Excellence, the Faculty of Graduate & Postdoctoral Studies (UBC-V), and the College of Graduate Studies (UBC-O).

As the ideal candidate, you bring a tenure of success in Enrolment Services/Registrar roles from a complex and research intensive post-secondary environment. You hold a deep commitment to the well-being and

development of students and to the evolution of education. You have a strong understanding, gained through experience, of how to support and advise governance bodies. You understand how to make data-informed decisions and have participated in large scale IT transformative implementations. Your communication style and presentation skills are excellent, and you are at ease presenting to large and small groups across a variety of academic and non-academic topics including student supports. Your leadership and intercultural skills are inclusive which allows you to collaborate with a diverse range of partners across campus and in the UBC communities. You are a strong leader with a commitment to mentoring staff, and the desire to support a culture that embraces growth and innovation. You have experience managing complex budgets that have competing priorities and limited resources. Candidates must have a deep and proven commitment to promoting equity, diversity, and inclusion; experience in supporting the participation of Indigenous students, related lived and personal experience is considered an asset. Candidates must hold a graduate degree from a recognized university, or a combination of an undergraduate degree and experience.

This role is based on the Vancouver Campus of UBC, with frequent travel required to the Okanagan campus.

To apply or explore this exceptional leadership opportunity with the University of British Columbia, please submit a curriculum vitae along with a cover letter in confidence to **Jane Griffith** ([jane@griffithgroup.ca](mailto:jane@griffithgroup.ca)) and **Sam Walton** ([sam@griffithgroup.ca](mailto:sam@griffithgroup.ca)), or visit <https://griffithgroup.ca/avp-enrolment-services-registrar-ubc/>.

For more information about UBC, visit [www.ubc.ca](http://www.ubc.ca).

*Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. UBC encourages applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political*

*belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. All applicants will be asked to complete a confidential equity survey.*

*Candidates who require accommodations during the recruitment process, please contact Jane Griffith at [jane@griffithgroup.ca](mailto:jane@griffithgroup.ca) .*