

INFORMATION

-  douglascollege.ca
-  @douglascollege
-  New Westminster, BC

EXPERIENCE

- Student services
- Team leadership
- Enrolment management
- Student systems
- Financial aid and awards

COMPETENCIES

- Student centred
- Inclusive and collaborative
- Proactive
- Communication
- Strategic

TO APPLY

Letter of introduction &
resume via email to
Harbour West Consulting

ORGANIZATIONAL PROFILE

DO what you love. Be good at it. That is how Douglas College defines a great career. It's a philosophy that resonates through its classrooms, offices, and boardrooms. It inspires students and gives Douglas College to be one of BC's Top Employers and Forbes Canada's Best Employers for 2022.

Located on the unceded traditional territories of the Coast Salish Peoples, Douglas College (the College) is the largest degree-granting college in British Columbia. With two main campuses and three training centres in the Metro Vancouver area, the College is one of the province's most vibrant leaders in post-secondary education. The College's 2,000 employees instruct and serve more than 25,000 students each year, including over 3,000 international students from 90 countries. As its core purpose, the College inspires students to do what they love and be good at it, providing educational experiences that challenge and enlighten, and open doors to lives of passion and purpose.

ABOUT THE ROLE

Reporting to the Vice President, Student Affairs, the Registrar is responsible for the overall functioning and performance of Enrolment Services on both of Douglas College's major campuses. This role provides leadership and direction with respect to policies, practices, systems and operations in student admissions, registration, enrolment management, information, assessment and advising services, student systems, records and scheduling, graduation, and student financial aid and awards. As a subject matter expert in strategic enrolment management, the Registrar provides guidance to senior management, colleagues, students, and community partners to ensure that the College achieves its student recruitment, enrolment, and retention goals.

The successful candidate will have a graduate degree in student affairs, enrolment management, educational administration, or related area of study and a minimum five to seven years of demonstrated leadership and relevant management experience in a post-secondary educational institution. An equivalent combination of formal and informal education and experience will be considered. This role requires strategic thinking, change management and excellent communication skills, with an understanding of systems design, evaluation, and planning.

CONTACT DETAILS

Douglas College is committed to fostering a diverse, inclusive and equitable learning and working environment. In support of this journey, we welcome all people to apply, including people from groups that are experiencing inequity, including, but not limited, to Indigenous Peoples, racialized or persons of colour, persons with mental or physical disabilities, persons who identify as women, and/or persons of marginalized sexual orientations, gender identities and expressions, and persons of all faith identities, age, marital status, and parental status

Should you be interested in learning more about this unique opportunity with Douglas College, please contact Harbour West Consulting at 604-998-4032 or forward your resumé, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca. We will respond to all who express interest.