

Director, Enrolment Services and Registrar

Red River College is Manitoba's largest institute of applied learning and research, with more than 200 full and part time degree, diploma and certificate program and pathway options. With eight campuses across the province (three being in Winnipeg) the College provides both hands-on and on-line learning opportunities and state-of-the-art program delivery and instruction, preparing students to become leaders in their fields, with the ability to meet changing industry demands and be strong contributors to Manitoba's economic growth.

The Director, Enrolment Services and Registrar (*the Registrar*) is integral to any post-secondary institution and places student success and well-being together with the academic mission of the College at the heart of their work. Reporting to the Executive Director – Student Services and Global Partnerships, the Registrar is a key senior leader within the College, providing courageous and visionary leadership to the department, while contributing to the College's strategic direction and priorities. In straddling the worlds of operational and strategic leadership, this leader will play a major role in current College initiatives, including:

- Implementation of the College's new Strategic Plan (release scheduled Fall 2022)
- Development of the College's new Academic Plan (Fall 2022)
- Development of Service Standards for Enrolment Services across the College
- Transition to course-based registration as part of the College's journey of Academic Transformation

The Registrar is accountable for the design, development, implementation and management of efficient, effective and timely college-wide integrated systems, processes and services that support enrolment management, domestic and international admissions, registration, student records, transfer credit and foreign credit evaluation, graduation, student financial aid and awards, and student/client assistance in a manner that places priority on a positive student experience.

As an ideal candidate you are energized by the opportunity to support the bold new vision of Red River College. You are an innovative strategic thinker, able to see the big picture and are committed to achieving results with a professional, optimistic and solution-oriented attitude. You have strong stakeholder management skills and an ability to build and maintain relationships with a wide variety of stakeholders both internal and external to the institution. You are able to identify and anticipate the future trends in the post-secondary sector. You have experience in effectively managing organizational change, including evaluating organizational structure and effectively implementing required changes to elevate skill level and improve the efficiency. You empower staff by respecting and appreciating what makes them different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin. You step up to address difficult issues and support others to do the same. You are proactive and responsive, approaching responsibilities with a high degree of energy and passion.

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