



## Director, Admissions

### A Day in the Life...

Reporting to the Registrar, the Director, Admissions provides leadership, vision, strategic management/development, operational oversight, and guidance to the units in the Office of the Registrar that are focused on marketing, services and activities for all aspects of the Admissions and Applicant Relations operations for all (domestic and international) undergraduate and Teacher Education programs at the University. The Director oversees all aspects of the University's admissions process and policies, and negotiates, co-ordinates and manages relationships with internal and external University stakeholders in the development and maintenance of articulation, pathways and transfer agreements/policies. The Director is responsible for human resources management activities within the Admissions unit, and as appropriate, acts as designate for the Registrar for the staff in the Office of the Registrar. The Director will lead the identification, development and implementation of innovative admissions pathways and enrolment strategies in support of the University's strategic plan and overall enrolment goals. The Director drives change and continuous improvement initiatives in the Admissions unit to ensure that it can deliver appropriate admissions outcomes in a high volume and dynamic environment.

As part of the senior leadership in the Office of the Registrar, The Director, Admissions champions "putting students first" through an integrated, student-focused service model from student recruitment to admissions and applicant relations to enrolment and retention.

### As the Director, Admissions, you will:

- Oversee and support the ongoing development and maintenance of newly emerging admissions strategy related to pathways development, access, bridging and transitional programming, this includes: open studies, transfer initiatives, academic bridging, and micro-credentials;
- Provide strategic insight and guidance in support of the development of new undergraduate articulation, joint, and collaborative agreements and transfer pathways development;
- Participate, as part of the senior leadership team, in formulation, interpretation and implementation of policies affecting the Registrar's Office, in evaluation and planning for staff, and in budget planning;
- Explore, research, analyze, recommend funding, implement and maintains emerging academic and student service policies to support and/or enhance effective delivery of services within the Registrar's Office;
- Engage with professional associations (i.e. OURA, ARUCC, etc.), representing and furthering Brock's reputation, remaining up-to-date with current sector best-practice and opportunities for progressive advancement/improvement of Brock policies and procedures;
- Develop new processes and approaches, recommends policy updates/changes to align institutional admissions' strategy with the external environment;
- Act as the voice of the Registrar's Office on Faculty committees regarding the development of admissions policies and procedures for academic programs;
- Review, identify, develop and negotiate revisions to admissions policies with academic leadership (i.e. Senior Administration, Deans, Associate Deans, operational committees, etc.);
- Lead efforts to achieve admissions outcomes and policies that align institution-wide policy and with Faculty-specific goals and strategies;
- Lead, develop and maintain academic standards and equivalencies of Canadian and international secondary and post-secondary education systems as well as best practices in credit transfer and PLAR;
- Ensure new and existing MOU, accreditation and pathway agreements work within the University's admissions policies and procedures and foster innovation and best-practices in these areas in collaboration with Registrar and Senior Administration (i.e. Vice-Provost & AVP Academic, etc.);
- Determine implementation strategies, processes and policies within the Registrar's Office that support an optimal experience for students while preserving integrity of new and existing policies and academic requirements;



- Monitor the application of policies and procedures related to Admissions including student retention strategies and tactics, raising items for consideration based on trends and providing advice on potential action plans to address key issues or opportunities;
- Manage the Credit Transfer Initiative Grant (CTIG) process, includes annual submission, cyclical report-backs to MCU and CTIG budget;
- Provide leadership and direction to Registrar's Office staff that result in motivated, enthusiastic staff focused on optimizing enrolment, and providing superior student and customer service.

#### **What you need to Succeed...**

- Masters degree in a related field;
- 8 to 10 years' progressively responsible experience in a post-secondary environment, preferably in a registrarial function;
- 5+ years of leadership and managerial experience, with highly developed human resources management abilities and experience in strategic planning and consultation;
- Proven success in a dynamic work environment attributed to project management and change management initiatives;
- Expertise in admissions requirements, policies, and processes, including expert knowledge of Canadian and international secondary and post-secondary education systems as well as best practices in credit transfer and PLAR;
- Solid understanding of Faculty admissions targets, applicant trends, and factors impacting the applicant pool;
- Expertise in government regulations, University governance, academic regulations and academic structure and program requirements;
- Demonstrated knowledge of performance metrics and assessment, including the development of performance measurement systems;
- Excellent oral, written and interpersonal communication skills, consistent with the expectations of a post-secondary institution;
- Skilled in the use of relevant computer programs/applications, including Workday, Microsoft (Excel, Word, Outlook, etc.), BrockDB, etc.;
- Understanding of the Freedom of Information and Protection of Privacy Act;
- Strong consultative skills, including the ability to listen, ask questions, summarize and translate information to make effective decisions and resolve problems;
- Well-developed writing skills to simplify, organize and concisely articulate ideas that involve analysis and interpretation, with proven ability to produce clear, succinct reports and documents for external audience and /or senior executive;
- Effective in demonstrating leadership through significant change initiatives with strong consultation and collaboration skills to gain consensus and resolution;
- High degree of judgement and critical thinking skills that support decision-making, including the ability to determine when a situation requires the involvement of more senior leaders.

#### **Salary and Benefit Information**

- Job Grade Q, \$94,087 - \$134,015\*
- This position includes full comprehensive benefits and tuition waiver.

\* The salary range indicated is representative of all positions evaluated at this level. Actual salary is determined by assessing related skills, experience, internal equity and market competitiveness, subject to available budget.

Applications should be submitted electronically through the Brock Careers website at the following link:

[https://brocku.wd3.myworkdayjobs.com/brocku\\_careers/job/St-Catharines-Main-Campus/Director--Admissions\\_JR-1012554](https://brocku.wd3.myworkdayjobs.com/brocku_careers/job/St-Catharines-Main-Campus/Director--Admissions_JR-1012554)