

**Associate Director, Academic Regulations (Term)
Office of the Registrar**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

A core unit within the division of Student Affairs, the Registrar's Office is a large, multi-unit, multi-site operation involved in the entire academic experience of Dalhousie students, from recruitment and admissions through to convocation and beyond. We provide critical assistance in support of the academic missions of the institution through a wide range of functions and services and safeguard the integrity of institutional policies and student records. Reporting to the Associate Registrar, Director of Academic Regulations and Services, the Associate Director, Academic Regulations is responsible for leadership, strategic planning and oversight for the effective management of regulations and operations within four areas of the Registrar's Office (student transfers and mobility, academic scheduling, registration and academic record management and degree completion and graduation).

Key Responsibilities:

- Oversee Assistant Registrars in the development of procedures for the administration of academic regulations for which the Registrar's Office is responsible. Ensure application of regulations are done equitably and in a manner that is student-centered and inclusive.
- Provide expertise and recommendations to Faculties, Departments/Schools and working groups on new and/or revised regulations to determine alignment with university objectives, feasibility and operational-readiness.
- Oversee the lifecycle of operational activities across all four areas ensuring co-ordination and communication among Assistant Registrars.
- Provide ongoing evaluation and recommend improvements of activities and programs to ensure efficacy and optimal resource management.
- Manage four Assistant Registrars; provides guidance and support to them on the management of their respective teams.
- Act in the role of Associate Registrar and Director of Academic Regulations and Services in the absence of the full-time job holder.

Qualifications: Undergraduate degree (Masters preferred) (or an equivalent combination of training and experience), plus approximately 5 years of related experience, in a field such as higher education enrolment management, registrarial procedures and/or records management. Current knowledge of secondary and post-secondary education systems, and knowledge of university programs, policies, systems, and procedures is required. Must be computer-literate; knowledge of large-scale student information systems and electronic data exchange tools is highly preferred. Demonstrated success in planning, implementing, assessing and improving programs and initiatives. Strong leadership, interpersonal, communication, and conflict management skills. The incumbent must be able to effectively deal with confidential and sensitive information.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by December 12, 2018 to competition DPMG-18133

Salary Range: \$66,445 - \$89,896 per annum (ADM07) This is a two year term position. This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months. This position is part of the Dalhousie Professional & Managerial Group (DPMG).

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity