

Assistant Registrar, Academic and Reporting (MR1169) (SAF3A)

Position Summary:

Enrolment Services (ES) seeks a dynamic leader for the position of Assistant Registrar, Academic and Reporting. The Assistant Registrar is a senior management position reporting to the University Registrar and Executive Director, Enrolment Services. In collaboration with the Registrar and ES senior leadership, the person in this role participates in the development, promotion, and management of Enrolment Services strategic planning activities, leadership expectations, and service standards.

The Assistant Registrar leads a team that delivers and supports registration for approximately 40,000 undergraduate and graduate students, post-doctoral fellows, and medical residents. This role is responsible for ensuring continual process improvement and enhanced service to all students. The incumbent is responsible for determining the feasibility of IT initiatives and overseeing collaboration with other units when goals and projects arise that cross the jurisdictions of Student Records, Human Resources, and Student Accounts.

The Assistant Registrar is responsible for the strategic planning and direction of the Government Reporting unit and the teams that manage registration, academic programs (including degree evaluation systems), setting of key academic dates, and production of the University eCalendar. The Assistant Registrar oversees reporting to the provincial government and manages the relationship with the Analysis, Planning, and Budget (APB) office in the context of Quebec's *Règles budgétaires* to ensure application of all mandatory rules and regulations, maximize funding opportunities, ensure compliance, and to align with University priorities.

The Assistant Registrar collaborates with APB, Student Accounts, the Deputy Provost, and Registrar, to ensure that government fee changes and proposed University policy changes with respect to fees are successfully integrated into student records and government reporting. The Assistant Registrar is also responsible for leading collaboration with Student Accounts.

The Assistant Registrar supports the strategic plans and mission statements of the University and ensures that the units in the portfolio align with University priorities and the vision and goals of Student Life and Learning.

Responsibilities

- Administers academic programs, ensuring that student records and government reporting are aligned with new and revised programs and courses.
- Establishes protocols and guidelines for systems support and coding standards to ensure the compatibility of the student record system and student data for admissions, registration, student records and transcripts, as well as for government reporting.
- Oversees student registration and ensures that McGill aligns with best practices in regard to registration.
- Leads the team that produces eCalendars, which includes all program information, University regulations, and resources.
- Oversees the implementation of new IT systems and enhancements in support of government reporting, registration, degree evaluation, and the production of eCalendars.

- Along with the Registrar and Executive Director of ES and IT directors, the Assistant Registrar participates in the setting of strategic priorities for IT projects.
- Oversees the degree evaluation team. Maintains legacy system for former students and a new system as of 2018. These systems evaluate all students in their degree progress to ensure that they meet University program requirements to graduate.
- Is responsible for the team producing date modelling for upcoming calendars of University key dates, including all religious holidays.
- Oversees the government reporting team as well as the annual government audit. Sits on the Gestion des données sur l'effectif universitaire (GDEU) Technical Sub-Committee.
- Chairs the Sub-Committee for Student Records (SCSR), which has faculty representatives from across the University as well as key central offices. Agenda items relate to student records, registration, fees, advising, and systems maintenance and enhancements. The Sub-Committee is also responsible for proposing priorities related to systems maintenance and enhancement.
- Participates in and contributes to project steering committees at various levels and in all relevant areas of responsibility to contribute to strategic direction and decisions for Enrolment Services (ES).
- Ensures that ES collaborates closely with academic units to take into account their evolving needs in portfolio areas.
- Assesses and evaluates student-led initiatives, liaises with IT, and provides support, when appropriate, for the purpose of development and possible implementation of student-led projects in areas that relate to Enrolment Services.

Minimum Education & Experience:

Undergraduate degree and five (5) years' related experience

Or

Master's degree and two (2) years' related experience

Other Qualifying Skills and Abilities:

The search committee is seeking an individual with both leadership and managerial experience in an educational setting or comparable industry. Demonstrated integrity, with an ability to strategize as well as lead a team of professionals by employing exemplary coaching and mentoring capacities. Client-focused with demonstrated skills in listening, planning, organizing, priority setting, analyzing, and problem-solving. Proven ability to work in a fast-paced environment and to effectively manage multiple projects within tightly prescribed timetables. Ability to work autonomously and manage own schedule and that of direct reports. Professional attitude, diplomacy, and ability to collaborate with others to reach objectives in a team environment. Superior speaking and writing skills in both English and French. Discretion and confidentiality in dealing with highly sensitive information and data. Advanced budget and financial experience are required. Dynamic and self-motivated, with strong organizational abilities.

Reference Number: MR1169

Reporting to: Registrar and Executive Director (EP6090)

Salary Range: (Grade 07) \$66,300 (minimum) to \$115,100 (maximum)

Faculty/Unit: Enrolment Services, Student Life and Learning

Position Type: Full-Time

Hours per week: 33.75

How to Apply:

Please submit your curriculum vitae and cover letter via email at hr.es@mcgill.ca and clearly indicate the position title and reference number. Current employees, please indicate your McGill ID number in your application.

The deadline to apply for this position is: July 17, 2019 at 5:00 p.m.

We thank all applicants for their interest in McGill University. However, only applicants selected for an interview will be contacted.

McGill applicants, covered by the McGill Non-Unionized, Non-Academic Personnel Policies and Procedures, must apply to a regular M and Excluded position within ten (10) working days of the date of publication to maintain internal priority.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca or 514-398-3711.