



Director of University Admissions

Date Posted: 03/09/2023

Req ID: 30012

Faculty/Division: Vice-Provost, Strategic Enrolment Management

Department: University Admissions and Outreach: Strategic Enrolment Management

Campus: St. George (Downtown Toronto)

[Director of University Admissions \(utoronto.ca\)](http://utoronto.ca)

Description:

About Us:

The University Admissions department of the Office of Strategic Enrolment Management is responsible for planning and managing undergraduate admissions for all direct entry programs at the University. Admissions maintains expertise in current research and best practice in admission policy and process and is responsible for providing information and advice to undergraduate divisions concerning the admission process. It further acts as a resource to divisional committees.

Position Summary:

This position provides critical leadership on matters pertaining to undergraduate admissions to direct entry programs at the University. It provides leadership support directly to the Executive Director, University Admissions and Outreach (UAO) and the Office of the Vice-Provost, Strategic Enrolment Management (VPSEM) more broadly. The Director is responsible for office and project management activities for the University Admissions unit.

Major Activities include:

- Working closely with the Executive Director, University Admissions and Outreach, the Director, University Student Recruitment and the Assistant Director, University Admissions and Outreach Communications to support prospective students applying to the University's first-entry divisions as a function of an institutional approach to strategic enrolment management.
- Providing University stakeholders with thought leadership and strategic direction regarding prospective student admissions, including research that can help divisional partners create better student experiences and enroll a diverse and global student population.
- Providing first-entry admissions policy oversight to ensure process integrity, equity, and data-informed decision making. Recommending changes to the University's admissions processes and procedures in order to promote transparency, equity, and consistency.



- Representing University Admissions and Outreach department on committees and task forces to provide input and expertise. Engaging with higher education institutions and organizations to grow professional networks, partnerships, and expertise.
- Proactively exploring tools, platforms, and technologies that can improve workflows and processes aligned with industry best practices and a student-centric approach to undergraduate admissions.
- Approving the University Admissions department operating budget based on knowledge and assessment of operational needs, expenses, forecasts and fiscal constraints.
- Managing the staff and work performed in the unit/department.

Qualifications Required:

EDUCATION:

University degree or an equivalent combination of education and experience. Graduate degree in education, management, or other relevant discipline preferred.

EXPERIENCE:

Minimum ten (10) years related experience in a post-secondary institution; Experience with management and administration of admissions programs; Experience in managing staff in a unionized environment; Experience in policy development; Significant experience in planning and managing complex budgets, preferably in a university setting; Experience in student services and customer service; Project management experience; Experience in public speaking.

SKILLS:

Deep knowledge and understanding of international education systems and trends within the higher education enrolment industry more broadly. Knowledge of admissions management and data management; Strong knowledge of University of Toronto programs requirements and of the overall university structure strongly preferred; Superior written and oral communication skills; Excellent interpersonal skills with the ability to communicate effectively and develop good working relationships in a team; High degree of computer literacy, including word-processing, spreadsheets, and data management programs; Familiarity with ROSI and AMS systems an asset.

OTHER:

Ability to interpret and apply a broad range of institutional policies and procedures; Excellent analytical skills with demonstrated accuracy and attention to detail; Excellent organizational skills; Excellent problem-solving skills with sound judgement and the ability to exercise tact and discretion; Ability to work under pressure and with deadline constraints while balancing competing priorities; Ability to handle matters of a sensitive and confidential nature; Demonstrated leadership ability;



Demonstrated ability to work both independently and within a team setting and to exercise a high degree of flexibility to undertake project development, including a strong understanding and experience with developing and managing workflows.

Closing Date: 03/30/2023, 11:59PM ET

Employee Group: Salaried

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone: PM 7 -- Hiring Zone: \$128,306 - \$149,692 --

Broadband Salary Range: \$128,306- \$213,844

Job Category: Registrarial Services

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.