

**Executive Director, Ontario Universities' Application Centre**

Location: Guelph Ontario

The Ontario Universities' Application Centre (OUAC) processes applications for admission to undergraduate, law, medical, rehabilitation sciences and teacher education programs at universities, province wide. A subsidiary of the Council of Ontario Universities (COU), the OUAC serves university and student clients by providing a stable, centralized platform for the application process and offering a range of outreach and ancillary services that help students navigate the admission and application process. The OUAC is fully self-funded, and is a shining example of a shared services organization that is flexible, innovative and effective.

Reporting to the CEO of COU, the Executive Director sets the OUAC's strategic direction, ensuring the student application platform is reliable, efficient and responsive to the evolving needs of its university and student clients. This will require exceptional leadership, mentorship and support to the OUAC's high performing and experienced team; it will also require a commitment to open communications and ongoing engagement of the OUAC's many stakeholders, including university presidents, registrars, high school principals, guidance counsellors and the provincial government. The Executive Director, with input from the OUAC Advisory Board, establishes priorities to ensure the OUAC's activities and programs remain closely aligned with the needs and priorities of its university stakeholders. Looking forward, the Executive Director anticipates future trends and innovations to position the OUAC as a valued provider of support and knowledge for decision makers and policy makers.

As the ideal candidate, you enjoy leading teams, change and business transformation in multi-stakeholder environments that are dynamic and service-oriented. Your record of success in a technologically complex or shared-services setting or in comparable roles will resonate with clients in the university sector. You "lead from the middle", and are described by peers and partners as a great listener, skilled strategist and creative problem solver. An authentic and skilled communicator, you are comfortable being an organization's spokesperson, and have a talent for building lasting and constructive relationships when working with diverse stakeholder groups. Your experience in university administration, and more specifically in admissions, registration and enrolment, is an asset.

To apply for this position, please submit your application and related materials to Jessa Chupik at [jchupik@boyden.com](mailto:jchupik@boyden.com) and state the title of the position in the subject line of your e-mail.

*We thank all applicants for their interest, however only those under consideration for the role will be contacted. COU/OUAC is an Equal Opportunity Employer that values the strength diversity brings to the workplace. COU/OUAC is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform Boyden or COU of your requirements.*