



Sign in as Casual / External /
View Profile
U of T Employee Sign In

Search Keywords

More Filter Options: Campus and Job Category

Search

Clear

Select how often (in days) to receive an alert:

 Create Alert

Apply now »

Associate Faculty Registrar & Director, Registrar Services

Date Posted: 06/06/2022

Req ID:23942

Faculty/Division: Faculty of Arts & Science

Department: Faculty Registrar

Campus: St. George (Downtown Toronto)

Description:

ABOUT US:

The Faculty of Arts & Science is the heart of Canada's leading university and one of the world's most comprehensive and diverse academic divisions. The strength of Arts & Science derives from our combined teaching and research excellence in the humanities, sciences and social sciences across 29 departments, seven colleges and 46 interdisciplinary centres, institutes and programs.

We can only realize our mission with the dedication and excellence of engaged staff and faculty. The diversity of opportunities and perspectives within the Faculty reflect the local and global landscape and the need for curiosity, innovative thinking and collaboration. At Art's & Science, we take pride in our legacy of innovation and discovery that has changed how we think about the world. The Office of the Faculty Registrar works closely with departments and colleges at the University of Toronto concerning virtually all matters relating to Arts and Science students.

Our department members are dedicated to aiding all students to the greatest extent to make their university experience as smooth and seamless as possible. We coordinate personal, financial, and academic counselling, registration and enrolment, student records, transfer credit, petitions, final examinations, and graduation.

YOUR OPPORTUNITY

Reporting to the Faculty Registrar and Director, Undergraduate Academic Services, the Associate Faculty Registrar and Director, Registrar Services is an integral member of the Registrar's senior management team. This role provides leadership to, and is responsible for, all of the key registrar services for the faculty: registration and enrolment, transfer credit evaluation, fees assessment, scheduling and timetabling, examinations, and academic records (including Degree Explorer and eMarks) and graduation assessments.

The Associate Faculty Registrar and Director, Registrar Services is responsible for developing strategic plans to improve registrarial service to students, faculty, and staff on behalf of the Office of the Faculty Registrar (OFR), including ensuring that registrar systems, practices, and policies continue to reflect best practices and evolve and develop to keep pace with changing pedagogies and teaching modalities and with students' needs and expectations. Of critical importance is the responsibility for ensuring the coordination of all these different registrar functions following best practices to ensure modern registrar services and work together in an integrated, cohesive and seamless manner.

Essential Qualifications:

EDUCATION:

Bachelor's degree or an acceptable equivalent combination of education and experience.

EXPERIENCE:

Minimum of ten years of recent and related experience in a senior administrative and managerial role in a university setting establishing protocols, administering and interpreting policies, rules and regulations and developing registrarial systems or similar administrative processes. Demonstrated experience in managing complex and highly confidential settings where independent decision-making, initiative and attention to detail are critical. Experience in developing short and long-term plans and aligning resources with strategic plans. Experience

making recommendations regarding improving operations and bringing innovative solutions.

Experience working in a unionized environment and interpreting and applying collective agreements, policies and procedures is an asset.

At least five years' experience and demonstrated knowledge and effectiveness in managing and leading a large staff complement in a unionized environment. Proven track record in managing large, complex projects. Experience supporting strategic planning initiatives and developing and implementing administrative processes. Demonstrated knowledge of the education sector.

Strong knowledge and experience with process management. Demonstrated experience in change management and dealing effectively with resistance.

SKILLS:

Strong computer skills with high-level proficiency in MS Office, especially Word and Excel.

Knowledge of the University of Toronto's Administrative Management System (AMS), including the Financial Information System (FIS) and the Human Resources Information System (HRIS) or similar applications in a post-secondary organization. Excellent interpersonal skills; superior oral and written communication skills; proven leadership and management skills; highly developed and effective problem-solving skills. Demonstrated strategic conceptualization skills; analytical and planning skills. Excellent time management skills and attention to detail.

OTHER:

Demonstrated tact, discretion and diplomacy and the ability to maintain a positive attitude while under pressure; ability to coach staff and assess performance; proven effectiveness in the development of administrative systems; ability to interact with senior members of the University in a manner that engenders their respect and cooperation; ability to handle conflicting demands and stresses of a very dynamic environment; superior ability to handle multiple priorities and competing demands; ability to negotiate at all levels of management, and with external vendors; and ability to work well with others and with a high degree of independence and initiative.

Internal applicants can request a copy of the posting by emailing adminhr.artsci@utoronto.ca.

Closing Date: 07/31/2022, 11:59PM ET

Employee Group: Salaried

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone: PM 5 -- Hiring Zone: \$105,411 - \$122,980 -- Broadband

Salary Range: \$105,411 - \$175,685

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 is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

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.

[Apply now »](#)

Find similar jobs:

[Staff Opportunities](#), [All Opportunities](#)

Home

Accessibility

Land Acknowledgment

utoronto.ca



People Strategy, Equity & Culture