



## University of Waterloo University Registrar

The University of Waterloo is Canada's innovation university and stands as a global model of 21st-century higher education. With more than 36,000 students, the University is home to the world's leading co-operative education program, offering opportunities for meaningful, paid work experience to students from more than 100 countries. Unmatched entrepreneurial culture combined with an intensive research focus and deep connections to industry power one of the top innovation hubs in the world. Waterloo has earned a reputation for producing leaders of tomorrow through excellent and relevant undergraduate and graduate education, delivered through six Faculties: Applied Health Sciences, Arts, Engineering, Environment, Mathematics, and Science. For more information about the University, please see [www.uwaterloo.ca](http://www.uwaterloo.ca).

The University Registrar provides strategic direction to the University's registrarial portfolio, and provides institutional leadership and advice to the University's senior administration and relevant academic bodies in a variety of areas of strategic enrolment management including: recruitment, admission and transfer credit assessment, student financial services, academic records, systems management, registration, convocation, course and examination scheduling, and academic policy.

Reporting to the Vice-President, Academic & Provost, the successful candidate will be familiar with the many nuances of the registrarial portfolio, and will take a lead role in developing, and advising on, academic policies and procedures. They will be a champion for system innovation, and will identify operational, technological, and administrative improvements that will enhance institutional efficiencies and promote student success. The University Registrar will have strong analytical skills, and be effective in providing strategic advice on managing all facets of student enrolment to University stakeholders, and in reporting to government and regulatory agencies.

The ideal candidate will have significant experience as a student-focused senior administrator in a complex institution of higher education. They will be a strong leader, with exceptional communication skills, the ability to work effectively in a collegial setting, and the capacity to lead in a complex and rapidly changing environment. The Registrar will be a skilled team player, with a deep commitment to quality service and student success.

The University of Waterloo respects, appreciates and encourages diversity. Applications from all qualified individuals, including women, members of visible minorities, Aboriginal peoples and persons with disabilities are encouraged; priority will be given to Canadian citizens and permanent residents. For more information, please see [hr.uwaterloo.ca](http://hr.uwaterloo.ca). The University of Waterloo encourages requests for accommodation in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. Accommodations can be made available throughout the recruitment process.

Consideration of candidates will begin in late April, with the new Registrar to take office in the summer of 2017, or as soon as possible thereafter. Expressions of interest should be sent to Jane Griffith at [waterlooregistrar@odgersberndtson.com](mailto:waterlooregistrar@odgersberndtson.com)