

Associate Registrar, Admission Services

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Professional and Managerial Group

Associate Registrar, Admission Services

Office of Registrarial Services

Hiring #: 2018-0473

Please read the [Application Instructions](#) [1] before applying

Reporting to the University Registrar, the Associate Registrar, Admission Services is responsible for the administration and management of Admission Services and has a proven track record of success in recruitment, marketing, admissions, and technological advancements. The Associate Registrar is accountable for ensuring that the University meets its undergraduate enrolment objectives, and by extension its financial objectives. They do this by formulating, implementing and assessing a comprehensive and innovative recruitment/marketing plan ensuring a strong candidate pool in a competitive market; developing market strategies and publication materials to promote the academic mission and quality of the University through a variety of media; developing, implementing and assessing a sophisticated outreach and recruitment communication plan for prospective and admitted students; formulating and directing the execution of the University's undergraduate admissions plan; developing reports and proposals; monitoring changes within the larger educational system; providing leadership and supervision to professional and support staff; and managing a budget in excess of \$3.5M.

Requirements of the position include:

- a master's degree with several years of progressive and demonstrated experience in marketing, recruitment and admissions or an equivalent combination of education and experience;
- knowledge of strategic enrolment management tactics;
- a broad understanding of technological applications in strategic enrolment management;
- skill in overseeing the implementation of technological change;
- knowledge of student information systems;
- strong analytical skills;
- proven supervisory experience and ability to train and motivate staff;
- high degree of knowledge of public relations and the production of recruitment publications;
- strong organizational skills;
- and in-depth knowledge of secondary and post-secondary education systems in Canada and internationally.

Position Number 442-001

Classification P10*

[Professional/Managerial Salary Bands](#) [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a [culture of inclusion](#) [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

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Links

[1] <https://www.uoguelph.ca/hr/careers-guelph/how-apply>

[2] <https://www.uoguelph.ca/hr/sites/uoguelph.ca.hr/files/public/P%26M%20Grid-Oct%2026%2C%202017%20-%20April%2030%2C%202020.pdf>

[3] <https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf>