

**Advertising Copy**

## Registrar

## University Canada West

Location: Vancouver, BC

University Canada West (UCW) was founded in 2004 by Dr. David Strong, an accomplished academic and distinguished scientist who served as President of the University of Victoria for over a decade. The vision was to create an independent, accessible university with a practical focus and an emphasis on excellent teaching. University Canada West prides itself on offering rigorous programs with a distinct business orientation and a strategic direction to diversify future programming with a technology orientation.

As a member of University Canada West's Management Team and Academic Council, the Registrar is critical to the success of this private, post-secondary entity in its connection with the domestic and international enrolment teams, the academic enterprise and with students directly. The Registrar develops and implements plans, policies, processes and systems supporting the efficient and effective acceptance, admission and registration of students; maintains accurate student records including grades and transcripts; finalizes classroom schedules; directs graduation audits and elements of convocation, and undertakes other related functions. The Registrar leads and measures Registrar Office (RO) activities and closely collaborates with other University divisions in advancing the University and enhancing student experience.

The successful candidate brings a track record of success as a senior manager in Registrar/enrolment services roles in a post-secondary environment, ideally from multiple campuses. They will possess at least five years of recent, related experience including direct involvement with student records, transfer credit, PLAR, international students and international credential evaluation. They will bring experience using comprehensive student information systems and manual RO processes; and experience in RO design and re-engineering.

To explore this opportunity further, please submit your resume [here](#).