**POSITION POSTING: REGISTRAR**

***About the University***

Located in beautiful Charlottetown, the University of Prince Edward Island enjoys a prominent position as the province’s only university and as a centre for intellectual, social, cultural, and economic activity. UPEI offers a wide range of programs in five faculties (arts, business, education, science, and veterinary medicine) and two schools (nursing and graduate studies) to approximately 4,400 undergraduate and graduate students from almost 70 countries. The number of international students in this thriving, diverse community has increased by almost 200 per cent since 2011. In the past year, two exciting new schools within the Faculty of Science have opened, the School of Sustainable Design Engineering (with a brand new flagship facility) and the School of Mathematical and Computational Sciences, while the Faculty of Arts has unveiled its innovative Applied Communication, Leadership, and Culture program. The UPEI community is energized by the University’s growth—both in people and programs—and is excited about the future.

***About the Position***

The Registrar at the University of Prince Edward Island is a senior administrator who has a high degree of responsibility and accountability for guiding students from admission to graduation, and is responsible for the leadership of the Office of the Registrar in providing excellent service.

The Registrar has dual reporting role: to the President on matters related to governance and Senate, and to the Vice-President Academic and Research on matters of academic integrity, enrolment services, student affairs, and institutional analysis. The alignment of Student Affairs with the Registrar’s portfolio provides for an integration of strategic planning and implementation with the goal of optimizing UPEI’s student-centred services. The Registrar is an ex-officio member of Senate and sits on many committees of Senate, and, through this relationship, has considerable influence in the decision-making processes of the University.

Ensuring adherence to academic regulations, the Registrar provides oversight of admissions to undergraduate, graduate, and professional programs; for maintaining records for all students, applicants, and graduates; and for effective, accessible, and efficient service to students and the University community. The Registrar has significant understanding of strategic enrolment management initiatives and practices.

The incumbent shall have a minimum of a bachelor’s degree (though a master’s degree is preferred) as well as ten years experience at a postsecondary institution with a minimum of five years direct experience in a regulatory role and with policy development, project management, and governance support. Consideration of candidates will begin in April 2017, and will continue until an appointment is made. Expressions of interest may be addressed to:  humanresource@upei.ca

*The Selection Committee would like to thank all applicants for their interest in this position; however, only those selected an interview will be contacted. The University of Prince Edward Island encourages applications from qualified candidates, including members of visible minorities, Aboriginal peoples, and persons with disabilities. In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*