



## **Job Posting: Deputy Registrar**

### **Job Summary**

Reporting to the Associate Vice-President, Enrolment Services and Registrar, the Deputy Registrar provides leadership and strategic oversight for the day to day operations of a number of key units that support the Vancouver campus as well as system-wide support to the Okanagan campus. This includes Undergraduate Admissions & Domestic Recruitment, Student Support & Advising, Student Records & Systems Management, and Student Financial Services. The role will also have responsibility for strategic enrolment management, facility management, risk management, continuity planning, plus other projects and strategic priorities that require cross-functional planning and delivery of services and initiatives.

The Deputy Registrar engages and formulates strategic and collaborative partnerships within ES management, senior Faculty administrators, senior student services administrators, UBC's governance bodies, student organizations, and other key stakeholders (internal and external) to develop and implement Enrolment Services strategic priorities to support the UBC Strategic Plan.

The Deputy Registrar actively leads to instill UBC's and ES's values, including (but not limited to) facilitating excellence in the student experience, supporting exceptional people practices, innovation and collaboration, staff development and career progression, working across organizational boundaries, and open sharing of expertise and knowledge.

### **Work Performed**

- Ensures that all efforts of the reporting units and other assigned initiatives are directed to ensure efficient and exemplary service to students, and to faculties, departments, and other units as they provide service to students.
- Develops and implements strategies to ensure that Enrolment Services supports students in ways which will enhance the university experience including the students' learning, academic success and personal development.
- Leads the reporting units to fulfill the vision, goals, and the priorities of Enrolment Services within the context of the University Strategic Plans. Provides leadership in the development of strategic plans for communicating and achieving these goals; and defines appropriate measures to ensure they are being achieved.



- Leads Enrolment Services in service excellence initiatives to ensure that the overall quality of service offered by the units to students, staff, faculty and others is measured and meets high standards.
- Leads the development of the Enrolment Services budget including the Student Financial Assistance budget, in consultation with the Associate Vice-President, Enrolment Services & Registrar, has signing authority for expenditures for reporting units; may be assigned specific delegated signing authority by the Associate Vice-President, Enrolment Services & Registrar.
- Leads the development of the annual Enrolment Plan for the Vancouver campus in conjunction with the Provost's Office, International Student Initiative, and Planning and Institutional Research.
- Represents the Associate Vice-President, Enrolment Services & Registrar on selected University-wide governance committees, working groups, and other committees. May be asked to serve as chair on an ad-hoc or ongoing basis.
- Develops and implements operational performance metrics to gauge the effectiveness of functions within the Deputy Registrar's areas of responsibility.
- Ensures compliance to university policy (academic & administrative), procedures, and established guidelines
- Leads the development of Enrolment Services wide reporting mechanisms, including annual reports to University governance bodies. May be called upon to present these reports to the governing bodies.
- Develops strategic partnerships with faculties, other administrative units, and external partners in order to assist them in achieving their goals and objectives.  
Responsible for ensuring that Enrolment Services is an inclusive and diverse workplace which is free from harassment and discrimination and that all staff provide service and support to students that is based on and fully reflects a philosophy of inclusiveness and respect for diversity.  
Responsible for the selection and appointment of associate registrars and directors who report to the Deputy Registrar, and for reviewing their goals and performance with them.

## Qualifications

Post-graduate degree in a relevant discipline. University degree (Master's preferred) in a relevant discipline. 12 years relevant experience and several years of strategic leadership experience. Minimum of ten years of experience in University administration preferably in



Enrolment Services or Registrar's Office; or an equivalent combination of education and experience in a senior management position.

Proven leadership experience and skills required, preferably in a service centered environment. Demonstrated leadership experience in enrolment management and services. Significant experience and skills in strategic thinking, planning and implementation. Proven experience with policy development, evaluation and administration. Demonstrated ability to develop and cultivate strategic partnerships, including the ability to facilitate dialogue on complex or sensitive matters among diverse constituents. Ability to develop creative solutions to complex issues. Excellent judgment, problem solving and decision making skills.

Ability to understand and develop a working knowledge of applicable IT systems, including (SIS, OAMS, Early Alert, Degree Navigator, Scientia, etc.). Ability to engage, inspire, influence, and motivate all levels of personnel. Excellent communication, interpersonal, presentation and facilitation skills required. Ability to work collaboratively in a team environment. Must be diplomatic and able to exercise confidentiality, tact and discretion

### **More Information**

To view the complete job description and apply, please visit the UBC Careers website here:

<http://staffcareers.ubc.ca/29618>