



University of Alberta

Assistant Registrar, Admissions

Edmonton, AB, Canada (On-site)

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JOB INFO

Job Identification	4025
Job Category	Student Services
Posting Date	06/12/2026, 10:18 AM
Apply Before	06/22/2026, 11:55 PM
Job Schedule	Full time
Locations	Edmonton, AB, Canada (On-site)
Category Type	Excluded
Position Type	Management And Professional Staff (MAPS)

ABOUT THE JOB

Location - This role is hybrid with a mix of remote and in-person. Work primarily takes place at North Campus, Edmonton.

Reporting to the Interim Associate Registrar, Student Recruitment and Admissions, the Assistant Registrar, Admissions is a key member of the Office of the Registrar's strategic leadership team. This position provides strategic direction and leads continual process improvement to support the admission of all undergraduate applications, which includes domestic and international high school or post-secondary transfer applicants, as well as applicants to professional programs in a high volume and dynamic environment, ensuring exemplary service is delivered to the applicants and faculties.

The Assistant Registrar provides leadership and overall direction to the staff of the Admissions unit, which includes three Manager roles and a total team complement of 40 staff. This position works closely with Enrolment Management Service Partners, Student Recruitment teams, and Faculties to support institutional enrolment strategies and goals by providing crucial information, advocacy, and insights from the Admissions area.

The Assistant Registrar has a comprehensive understanding of the University and its goals, enrolment management strategies, and an extensive and detailed knowledge regarding admission policy and procedures, recommending changes when necessary. As the leading expert on university admissions regulations and policies, this role is responsible for interpreting and applying the established admissions regulations, policies, and procedures to support this work.

RESPONSIBILITIES

- Provides empowering leadership for a large team fostering a culture of belonging, engagement, and respect.
- Establishes clear performance expectations, role clarity and metrics for the unit, as well as operational management to effectively process over 50,000 applications annually.
- Accountable for ensuring the accuracy, efficiency, accessibility, and confidentiality of admission decisions, as well as communications to applicants regarding the application and admission process.
- Leads strategic and operational planning in alignment with institutional strategic goal and enrolment management priorities.

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- Lead and convene cross-campus partners to advance the complex, institution-wide work of transfer credit and student mobility, ensuring shared accountability for clear, consistent, and student-centred outcomes.
- Implements action plans through the strategic assignment of resources to achieve concrete results and respond to organizational priorities.
- Applies broad University policies, precedents and procedures to making decisions within areas of accountability which may require interpretation and the balancing between competing priorities.
- Uses continuous improvement methodology to manage work and streamline processes; evaluates business processes regularly for efficiency and effectiveness.
- Liaises with partners across the university to create collaborative strategies for undergraduate admissions.
- Oversees the ongoing review of national and international educational systems, curricula and English proficiency standards, as well as the necessary policy/procedure recommendations and changes.
- Direct and frequent collaboration with the Student Systems and Processes team in the ongoing development of technology as it relates to admissions, such as Slate. This includes advocating for system enhancements to support efficient admission processing and meet rigorous institutional standards.
- Develops admissions policy and procedures at both the unit and institutional level.
- Communicates and collaborates with units and committees, both internal and external to the Registrar's Office, representing the interests and needs of Admissions, as well as the office as a whole.
- Works with the Associate Registrar annually to outline the budget requirements for the Admissions unit; ensures that the budget is utilized in an effective and efficient manner and recommends changes when necessary.

QUALIFICATIONS

- Minimum Bachelor's degree (Master's preferred) in a related field or an acceptable combination of education and experience.
- Minimum of 7 years progressively responsible leadership experience in a higher education or related environment with a proven commitment to service excellence and enhancing the student experience.
- Direct experience in leading, inspiring, motivating, and managing large (>15 people), service-oriented teams with a high degree of autonomy.

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- Demonstrated expertise in change management including evaluating business requirements, strategic directions, established processes, human resources, and technology, and developing and implementing new strategies, policies, processes and procedures to improve operational effectiveness.
- Proven ability to model professional, ethical and collaborative behaviours.
- Excellent relationship management skills, including the ability to establish and maintain effective, collaborative working relationships with a diverse population of colleagues, staff and clients.
- Demonstrated ability to act decisively and to exercise initiative and judgment on a wide range of issues.
- Strong skills and experience in strategic planning and evaluation, budgeting, and financial management.
- Possesses the interpersonal and HR management skills, experience, and perspective necessary to effectively supervise a large team of professionals in a unionized environment.
- Demonstrated conflict resolution and/or mediation skills in complex work environments.
- High level of critical thinking and proven ability to research, analyze / interpret statistical data, summarize issues, and apply analytics to solve complex problems.
- Proven ability to be innovative, creative and passionate in developing and advocating for new policies, programs, administrative structures and/or modifying existing policies.
- Extensive knowledge of the University of Alberta's governance structures, systems, policies, procedures, and operating requirements would be considered an asset.
- Ability to communicate in French is considered an asset.
- Direct experience with systems such as Peoplesoft, Slate, Tableau would be considered an asset.
- Previous experience with admissions assessment policies and processes for Canadian and international curricula would be considered an asset.

Application Instructions

Click "Apply Now" to submit your resume and cover letter outlining why you would be an exceptional candidate for this role.

This position is excluded from the bargaining unit.

In accordance with the Handbook of Employment for Management and Professional Staff (Excluded), this position

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*has a comprehensive **benefits package** and an annual salary which will be commensurate with qualifications.*

ABOUT THE TEAM

The Office of the Registrar (RO) plays a key role in every aspect of the student experience, from recruitment to graduation and beyond. The RO also supports the broader campus community, including faculties, departments, and other units.

ABOUT UNIVERSITY OF ALBERTA

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages and cultures of First Nations, Métis, Inuit and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

The University of Alberta is a community of knowledge seekers, change makers and world shapers who lead with purpose each and every day. We are home to over 14,000 faculty and staff, more than 40,000 students and a growing community of 300,000 alumni worldwide.

Your work will have a meaningful influence on a fascinating cross-section of people - from our students and community members, to our renowned researchers and innovators, making discoveries and generating solutions that make the world healthier, safer, stronger and more just. [Learn more.](#)

At the University of Alberta, we are committed to creating an inclusive and accessible hiring process for all candidates. If you require accommodations to participate in the interview process, please let us know at the time of booking your interview and we will make every effort to accommodate your needs.

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.

All University employees have a responsibility to foster a workplace that prioritizes safety in all its forms—physical, cultural, and psychological. This is achieved by promoting a safe environment, adhering to all safety laws, policies and procedures, completing all required safety training, identifying

hazards and implementing controls, reporting incidents, and contributing to a culture of belonging and respect, while endeavoring to ensure that all colleagues feel valued and safe to express their thoughts, perspectives and concerns.

The University of Alberta is committed to creating a university community where everyone feels valued, barriers to success are removed, and thriving connections are fostered. We welcome applications from all qualified persons. We encourage women, First Nations, Métis and Inuit persons, members of visible minority groups, persons with disabilities, persons of any sexual orientation or gender identity and expression, and all those who may contribute to the further diversification of ideas and the University to apply.

L'Université de l'Alberta s'engage à créer une communauté universitaire où chaque personne se sent valorisée, où les obstacles à la réussite sont éliminés et où des connexions enrichissantes peuvent se développer. Nous accueillons les demandes de toutes les personnes qualifiées. Nous encourageons les femmes; Premières nations, Métis et Inuits; membres des groupes minoritaires visibles; personnes handicapées; personnes de toute orientation sexuelle ou identité et expression de genre; et toutes les personnes qui peuvent contribuer à la diversification des idées et à l'université à postuler.

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