

Position: Director, Admissions and National Recruitment

Job ID: 394706

Location: Toronto, ON

Full/Part Time: Full-Time

Regular/Temporary: Regular

Link to job posting:

https://careers.torontomu.ca/psc/hrcgprd/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG.SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=394706&PostingSeq=1

About Toronto Metropolitan University

For more than 75 years, Toronto Metropolitan University (formerly known as Ryerson University) has been shaping the next generation of leaders through its uniquely innovative, entrepreneurial and career-focused approach to higher education. Driven by bold leadership, cutting-edge research and a deep commitment to academic excellence, TMU collaborates with students, faculties, staff and partners to push boundaries, reimagine solutions and create meaningful change in an increasingly interconnected world.

For a more in-depth understanding of our vision, core values and ongoing work, please see our [academic plan](#).

TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our [next chapter](#).

About the Office of the Registrar:

The [Office of the Registrar \(RO\)](#) contributes to Toronto Metropolitan University's bold vision by providing the bedrock of innovative systems and structures required to build a world-leading institution. Every member of the university community is an RO client. The RO is involved in the entire academic

experience of the student body from admission through to graduation, providing reliable support through a wide range of services and safeguarding the integrity of the university's policies and student records. We provide expert guidance to academic leaders regarding student recruitment, admissions, student financial services, student fees, new programming initiatives, transfer credit, course offerings, grading processes, scheduling, academic policy and curriculum management.

RO Highlights include:

- 83,000+ applications for admission processed annually for 90+ undergraduate and advanced standing programs across eight Faculties/ Schools.
- 220,000+ interactions with prospective students, applicants and current students via the ServiceHub (our on-stop shop) annually.
- Support for over 45,000 full-time undergraduate, including law and medicine, and graduate students (and 70,000 individual course registrants to the Chang School of Continuing Education) with student financial assistance, scholarships and awards administration, tuition processing, course registration, credit transfers, course and examination scheduling, academic advising, transcripts and graduation.
- \$13.4+ million in university scholarships and bursaries distributed annually.
- 66,000+ academic standings assigned each year.
- 8,700+ students graduated annually.

The Opportunity

The Director, Admissions & National Recruitment will provide senior strategic leadership relating to the admission of undergraduate students and recruitment of national applicants to Toronto Metropolitan University (TMU). They will ensure the overall integrity of the application and recruitment processes and of requirements for selection of candidates towards meeting University enrolment targets. This role will work closely with leadership across the University to support Faculties in meeting their enrolment targets. They will lead the Undergraduate Admissions and National Recruitment functions, including admissions systems, applications processing, lead generation, recruitment travel and events, admissions assessment and evaluation, transfer credits, and data analysis.

The Director, Admissions & National Recruitment will champion the continuous improvement and development of integrated systems and support to mobilize individuals, teams and academic stakeholders to achieve the university's enrolment objectives in support of the university's mission and Academic Plan. Additionally, they will build strong internal working relationships with senior leaders involved in the admissions and recruitment cycles and represent TMU in a senior leadership and public relations capacity to external stakeholders as it relates to the admission and national recruitment of undergraduate students.

The role requires national travel to support recruitment initiatives, outreach events, and external stakeholder engagement. Flexibility to work outside standard business hours is required, including early

mornings, evenings, and occasional weekends (e.g., university fairs, open houses, and recruitment events).

Key Responsibilities:

- Provides vision, senior leadership and strategic direction to ensure the overall integrity, fairness and equity of admission and transfer credit practices. Using research, experience and data-driven practices, ensures that new student enrolments meet institutional SEM objectives in accordance with the university's mission and academic plan. Works collaboratively to establish and meet faculty, program, regional, and equity group enrolment targets.
- Provides vision, senior leadership and strategic direction to national recruitment efforts while supporting institutional SEM objectives. Works collaboratively to develop recruitment and outreach initiatives with faculty, program and community partners.
- Provides leadership in the review, interpretation and analysis of existing policies, procedures and practices and/or identifies areas where policy direction is lacking and formulates policies to lead the admissions programs and/or services.
- Collaborates with and provides advice to program directors/chairs and Deans to ensure all academic, non-academic admission and scholarship processes are fair, equitable and defensible.
- Designs, establishes and maintains an organizational structure and staffing to effectively accomplish the University's goals and objectives with respect to all units.
- Manages department budget to ensure resources are effectively utilized.
- Provides leadership, coaching and counsel to unit leaders to create high-performance teams and to ensure a positive, effective and inclusive work environment.
- Contributes to the overall strategic planning activities within the Registrar's Office in collaboration with other senior management staff. As part of the RO senior leadership, champions change and the perpetual evolution of systems and operational best practices. Takes on additional supervisory and management responsibilities for other units/work areas as required and/or in the absence of the University Registrar.
- Manages and supervises staff, assigns and prioritizes tasks, establishes goals, sets expectations and evaluates performance. Hires, trains, develops and performance manages assigned staff. Monitors performance and provides feedback to staff on performance. Disciplines, carries out corrective action and makes recommendations on termination, as appropriate.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of Post-secondary degree in business administration, higher education, marketing, or a related field, Master's degree preferred.

- A minimum of eight (8) years of progressive leadership experience in admissions and/or recruitment. An equivalent combination of education and experience may be considered.
- Proven leadership experience managing large, service-oriented teams with a high degree of autonomy.
- Demonstrated expertise in enrolment planning and executing national recruitment strategies.
- Experience in virtual recruitment and outreach initiatives.
- Strong leadership and management capabilities, including change management and navigating complex organizational environments.
- Exceptional political acumen, problem-solving, critical thinking, and strategic planning skills.
- Proficient in leveraging enterprise and integrated technologies to automate processes and manage large data sets.
- Skilled in research, data analysis, and translating insights into actionable strategies.
- Ability to build collaborative partnerships and engage in effective negotiation.
- Creative and innovative, with the ability to generate imaginative solutions.
- Excellent communication and presentation skills, with the ability to influence and make a meaningful impact.
- Strong project, organizational, and time management skills, with the ability to work under pressure in a fast-paced, multi-stakeholder environment.
- Comprehensive understanding of provincial, national, and global education systems, including admissions policies, practices, and best practices in enrolment target management.
- Equivalent experience or a combination of equivalent experience and education may be accepted in place of education.

Leadership Competencies

Leaders at TMU are required to demonstrate the following Leadership Competencies:

- **Acts with Integrity:** Demonstrates behaviors aligned with high ethical standards and personal integrity and acts in accordance with TMU values.
- **Builds Relationships of Trust & Collaboration:** Actively builds a culture of trust and fosters meaningful relationships.
- **Leads Inclusively:** Creates an inclusive environment where everyone is respected, recognized, empowered to achieve their potential, and valued for their differences.
- **Demonstrates Organizational Acumen:** Understands and respectfully navigates complex internal and external environments using sound judgment, diplomacy, and tact.
- **Drives Vision & Results:** Creates and implements a vision grounded in sound decision-making to achieve desired outcomes.

Additional Information (MAC)

Position Number(s)	10001201
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Reports To	University Registrar and Executive Director, Strategic Enrolment Management
Department	Office of the Registrar
Employee Group	MAC
Vacancy Type	FTCE [This is a current vacancy.]
Work Location	Hybrid- Minimum 3 days per week on campus
Start Date	ASAP
End Date	N/A
Hours of Work	36.25
Grade	D72
Salary Scale	\$133,699 - \$213,571
Hiring Salary Range	\$133,699 - \$173,635
TA Specialist	-
Posting Date	March 11, 2026
Application Close Date	April 1, 2026

- Equivalent experience or a combination of equivalent experience and education may be accepted in place of education.

- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the [AskHR webform](#). All information received in relation to accommodation will be kept confidential.