



## **Loyalist College Registrar**

*Loyalist College is built upon the lands governed by the Dish with One Spoon wampum agreement. We affirm and thank the Haudenosaunee, Anishinaabeg, and Huron-Wendat nations for their continued caretaking of the land.*

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### **About Loyalist College**

At Loyalist, we empower our students with wraparound support services and hands-on training to succeed on any path they choose. Our academic programs are responsive and innovative, designed to solve pressing social and economic challenges and meet the evolving needs of our regional industry and community partners. Our graduates enter the workforce equipped with the knowledge they need to be better global citizens, and with future-focused skills to lead change in their fields. With a presence in Belleville, Bancroft, Port Hope, Tyendinaga, and Toronto, we believe our institutional responsibility extends beyond the classroom to seeing the big picture for the communities we serve. Our expertise in applied research and deep connections to local industry support economic development, to the benefit of businesses, entrepreneurs, changemakers, and innovators. Our commitment to decolonization, and the pursuit of a more inclusive, equitable world, means we hold ourselves accountable to the diverse perspectives, cultures, and experiences that shape our communities.

### **The Opportunity**

Loyalist welcomes applications and nominations for the position of *Registrar*, a role that will have a meaningful impact on the student life cycle and overall student experience at the College.

Reporting to the Senior Vice President, Academic, the Registrar holds an important position within the College's management structure, providing leadership and strategic guidance to the institution's registrarial function. Their responsibilities include overseeing student record management, registration, financial aid, academic scheduling, convocation, retention, and reporting. They will also administer policies and procedures to ensure compliance with both internal and external regulations. Finally, the incumbent will take charge of registrarial strategic planning and the

execution of cross-functional improvement initiatives, such as the creation of a 3-year operating plan, upgrades to the Student Information System (SIS), and devising a retention strategy, all aimed at enhancing the overall student experience. In all, as someone leading an office that intersects with all aspects of the institution, the Registrar will drive efforts to harmonize systems, processes, and services in alignment with the College's strategic objectives.

## **Qualifications**

Among the qualifications being sought in candidates, the incoming leader must have a deep and abiding commitment to advancing reconciliation, equity, diversity, and inclusion in all its forms and must believe, intrinsically, in the importance of leading with curiosity and welcoming ideas that can later be synthesized and turned into possibility. While all candidates are encouraged to apply and, in so doing, share how they see themselves adding value to the Loyalist environment, the following credentials and/or experiences are seen as possible markers of the candidates most likely to realize success in the role: A) several years of progressive management experience, ideally gained within a unionized environment, with experience in post-secondary preferred; B) experience in and knowledge of registrarial operations, as well as academic policies and procedures; C) proven expertise in the area of change management, as well as providing sound direction and mentorship to members of their team, and; D) a master's degree from a recognized post-secondary institution, or the equivalent combination of skills, development, and experience.

## **How to Apply**

*Loyalist College is committed to promoting a diverse and inclusive college community. They encourage and welcome applications from marginalized and equity-deserving groups.*

*Loyalist College invites applications from all qualified candidates; however, Canadian citizens and permanent residents will be given priority. The College is partnering with BIPOC Executive Search to ensure an applicant list that is diverse and is as intersectional as possible. **All interested applicants can send their resume to Jessica Horton or Jason Murray by e-mailing [jhorton@bipocsearch.com](mailto:jhorton@bipocsearch.com), or can apply through the BIPOC Executive Search mobile app.***

*In accordance with the AODA Act, for applicants living with a disability accommodation will be provided throughout the search process. Should accommodations be required, please make Jessica Horton aware by using the above address.*

*We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.*