

About Toronto Metropolitan University

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

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 our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our [next chapter](#).

The team

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. This department provides 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.

The opportunity

Toronto Metropolitan University (TMU) is seeking a visionary and strategic leader to serve as the University Registrar & Executive Director, Strategic Enrolment Management (SEM). This is a pivotal role that will drive digital transformation, institutional alignment, and exceptional student service across the entire student lifecycle—from recruitment and admission through to graduation and beyond.

The successful candidate will lead the transformation of systems, streamlining of processes, and delivery of exceptional service. This role acts as a key contributor to TMU's strategic goals, aligning policies, systems, and operations with the Academic Plan.

Key areas of impact include:

- **Strategic Vision and Institutional Alignment:** Providing strategic leadership on registrarial and SEM services, ensuring alignment with TMU's academic and enrolment vision and governmental priorities. You will champion EDI principles across all RO and SEM work.
- **Digital Modernization & Process Innovation:** Driving the modernization of core systems supporting the full student lifecycle. This includes implementing integrated, automated solutions for registration, admissions, transfer credit processing, and academic records to eliminate reliance on outdated manual processes.

- **Strategic Enrolment Management (SEM) and Student Success:** Serving as the University's central leader in SEM, partnering with academic and administrative leaders to set enrolment targets and develop targeted recruitment and retention strategies, including those focused on equity-deserving groups.
- **Data Governance, Analytics, & Policy:** Positioning the Registrar's Office as a key contributor to support enhanced institutional data governance, ensuring data accuracy, accessibility, and self-service reporting capabilities for enrolment, progression, and graduation data. You will also lead institutional compliance with academic policy, regulations, and external reporting requirements.
- **Cross-Campus Collaboration:** Fostering strong partnerships with academic and administrative leaders, faculty, staff, and external stakeholders.

This position reports directly to the Vice-Provost, Students, with a dotted line to the Provost to facilitate meaningful engagement on academic and SEM related matters.

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.

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 a Master's degree in a relevant field.
- A minimum of 10 years of relevant experience in a senior leadership role within a higher education setting.

- Experience in marketing and academic admissions, preferably with a focus on domestic student recruitment.
- Equivalent experience or a combination of equivalent experience and education may be accepted in place of education.
- Deep understanding of Strategic Enrolment Management (SEM) principles and their operational application.
- Proven track record of leading enterprise-level system implementations and business process transformation in a post-secondary context.
- Advanced data governance, analytics, and reporting skills, with the ability to use institutional data to drive strategy and decision-making.
- Demonstrated ability to lead cultural change toward a proactive, student-centred, and collaborative service model.
- Fiscal management expertise, including multi-year budget planning and resource optimization.

Additional details

Position number	10000126
Reports to	Vice-Provost, Students
Department	Office of the Registrar
Work Location	On campus 4 days per week.
Vacancy Type	FTCE
Employee Group	Senior Administration
Start Date	TBD
Hours of Work	36.25
Grade	E82
Hiring salary range	\$200,000 - \$220,000
TA specialist	Nora McAllister
Posting Date	Oct 9, 2025
Application close date	Nov 9, 2025 *Applications will be reviewed upon receipt. Early application is strongly encouraged.

Additional Notes:

- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- 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.