

## Executive Director

### Ontario Universities' Application Centre (OUAC)

The Ontario Universities' Application Centre (OUAC) is one of the most important shared-service organizations in Canadian higher education. A division of the Council of Ontario Universities (COU), the OUAC serves university and applicant clients by providing a stable, centralized platform for the application process, including the collection of Ontario secondary school grades, transcripts, test scores and referee submissions. OUAC processes more than 800,000 applications annually from domestic and international applicants and delivers critical services that help Ontario universities attract, admit, and support students. It also supports electronic transcript and test-score exchange, applicant communications and support, data and reporting, support for university sector-wide recruitment events, and other related services. It operates sophisticated, high-volume technology and data platforms while maintaining the neutrality, reliability, security, and public trust upon which the sector depends. The OUAC is self-funded and operates on a cost-recovery basis. It is a shining example of a long-standing shared services organization that is flexible, innovative and effective.

Reporting to the President and CEO of COU, the Executive Director provides strategic and enterprise leadership for OUAC. This is a unique opportunity to lead a respected and high-performing organization that plays a vital role in Ontario's post-secondary ecosystem. Building on a strong foundation, the next Executive Director will preserve OUAC's operational excellence while positioning the organization to respond to evolving applicant expectations, emerging technologies, changing member needs, demographic shifts, and an increasingly complex policy and cybersecurity environment.

The Executive Director is accountable for organizational strategy, service delivery, technology and product modernization, cybersecurity and risk management, finance, people and culture, data governance, and relationships across the Ontario university sector. Working closely with COU, university leaders, registrars, admissions and enrolment professionals, government partners, and other sector partners, the Executive Director will build consensus, identify opportunities for innovation, and ensure that OUAC continues to deliver exceptional value to its members while maintaining its role as a trusted, neutral shared service.

As the ideal candidate, you are a collaborative and politically astute executive with experience leading a complex, technology-enabled organization characterized by multiple institutional, sector and community partners, demanding service expectations, and significant operational and reputational risk. You bring strong strategic, financial, and organizational leadership capabilities, along with the ability to translate diverse perspectives into practical priorities and action. You have demonstrated success building trusted relationships across autonomous organizations and influencing outcomes through consultation, credibility, and sound judgment.

While you need not be a technical specialist, you possess executive-level fluency in technology, cybersecurity, data governance, and artificial intelligence, allowing you to provide informed oversight and strategic direction while leveraging the expertise of strong subject-matter leaders. Experience in post-secondary education, a membership-based organization, a shared-service environment, or another complex public or not-for-profit setting will be highly valued. Knowledge of the Ontario university sector and an appreciation for its governance, enrolment, and policy environment would be significant assets.

Most importantly, you are a values-based leader who leads with humility, integrity, curiosity,

and respect. You are an active listener, an effective consensus-builder, and someone who inspires confidence while empowering high-performing teams. You understand how to balance innovation with operational reliability, ambition with pragmatism, and long-term strategy with day-to-day excellence.

To learn more about this exciting opportunity, please contact Kate Ralston ([kralston@boyden.com](mailto:kralston@boyden.com)) of Boyden Executive Search. To apply, please submit your cover letter and resume directly at: [boyden.thriveapp.ly/job/3427](https://boyden.thriveapp.ly/job/3427).

*COU is committed to equity, diversity, and inclusion and supports equal opportunity for all employees. We welcome applications from qualified individuals of diverse backgrounds and encourage applications from those identifying with equity-deserving groups. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to achieving our goals and strengthening our mission.*

*COU is committed to providing an inclusive and barrier-free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, confidential assistance is available on request by contacting Kate Ralston ([kralston@boyden.com](mailto:kralston@boyden.com)).*