



## **Dean of Enrolment Management & Registrar**

Red Deer Polytechnic (RDP) is seeking an accomplished, forward-looking Dean of Enrolment Management and Registrar to lead one of the institution's most interconnected portfolios at an important point in its evolution.

Reporting to the Vice President, Corporate Services, the Dean serves as RDP's chief enrolment and academic records officer and as a trusted institutional advisor on academic policy, governance, enrolment strategy and the student journey. The role carries a vital stewardship mandate: safeguarding the integrity, accuracy, privacy and security of academic records while ensuring that policies and services are fair, consistent and responsive to learners.

### **The Opportunity**

The incoming Dean will join RDP as the Office of the Registrar transitions into Corporate Services and the Polytechnic advances an ambitious agenda for learner impact, innovation and sustainable growth. This creates a distinctive opportunity to connect academic and operational perspectives, strengthen partnerships across institutional boundaries, and shape an enrolment ecosystem that is increasingly intuitive, integrated and digitally enabled.

Working closely with academic leaders, faculty, staff, students, Marketing and Communications, Information Technology, Finance, Institutional Research and external partners, the Dean will align policy, process, technology and service around student success.

The Dean will provide strategic leadership across academic governance, enrolment services, advising, scheduling, student records, regulatory reporting and policy implementation. They will also lead and develop a knowledgeable, cross-trained team, fostering an inclusive, accountable and collaborative culture focused on service excellence and continuous improvement.

This is a role for a leader who can hold transformation and trust in equal measure.

### **The Leadership Mandate**

During the first 12 to 18 months, the Dean will:

- Lead the Office of the Registrar's transition into Corporate Services while strengthening connections with Academic and Student Experience.
- Build trust, clarify accountabilities and establish a shared vision for the portfolio.
- Modernize services through responsible AI, integrated communication channels, automation, and enhanced appointment and queue-management tools.
- Maximize the investment in platforms such as Slate and Coursedog to streamline workflows, strengthen data and improve the learner experience.

- Expand access and pathways while supporting sustainable growth among domestic, Indigenous and international learners.
- Continue to ensure equitable, compliant policy application and the integrity and privacy of academic records.
- Build team capacity and strengthen relationships across RDP and the post-secondary sector.

### **The Ideal Candidate**

The ideal candidate is a strategic, student-centred leader who combines deep knowledge of enrolment management and registrar functions with sound judgment, integrity and a strong commitment to academic quality.

They understand the complexity of a modern polytechnic and can connect institutional priorities, legislation, collective agreements, policy, emerging trends and stakeholder needs to develop practical, forward-looking solutions. They are comfortable navigating ambiguity, applying complex policies fairly and making thoughtful decisions in situations where precedent, institutional interests and individual circumstances may compete.

Self-aware, reflective and emotionally intelligent, the successful candidate will communicate openly, listen carefully and build productive relationships with diverse audiences. They will bring a demonstrated ability to lead people through change, translate vision into action and create an environment in which employees feel respected, supported and empowered to contribute.

Above all, they will lead with consistency, aligning their words, decisions and actions while fostering trust, shared responsibility and a sustained focus on learner success.

### **Candidates will bring**

- A relevant master's degree, or a related undergraduate degree combined with significant relevant experience.
- Minimum five years of progressively responsible academic management experience, including applying complex regulations and policies.
- Demonstrated success leading change and developing innovative, student-centred solutions.
- Minimum three years of strategic enrolment management experience.
- Experience across credit, non-credit and apprenticeship programming, including alternative credentials.

### **Why Red Deer Polytechnic?**

RDP is a resourceful polytechnic, unbound by tradition and grounded in more than 60 years of education, training, applied research and service to Central Alberta. With approximately 10,500 learners, more than 80 career and academic programs, strong industry connections and a deeply applied approach to learning, RDP offers the scale to make change visible and the reach to create lasting impact.

The Dean will join a capable and committed team, benefit from meaningful institutional investment in digital platforms, and have genuine scope to shape how people, policy, process and technology come together across the learner journey.

Located along the Calgary–Edmonton corridor, Red Deer combines the amenities of an urban centre with an accessible lifestyle, a strong sense of community and exceptional proximity to nature. It is an ideal setting for a leader seeking both professional purpose and personal fulfillment.

**To Apply**

For additional information or to receive a detailed position profile, please contact Leadership Source at 306-543-1666 or [search@leadershipsource.ca](mailto:search@leadershipsource.ca).

Applications may be submitted confidentially by [clicking here](#).

Early applications are encouraged, as we may proceed with interviews and move forward with a preferred candidate once a strong match has been identified.