

Registrar

Competition Number:

128E25

Position Type:

Senior Administration Position

Closing Date:

Jul 2, 2025

Date of Posting:

Jun 9, 2025

Department:

Office of the Registrar

Position:

Registrar

Contract:

Full-Time Permanent Position

The Registrar provides leadership of registrarial operations at the University. Reporting to the Vice-President, Academic and Research, this position plays a vital role in creating an exceptional experience for students in and out of the classroom. It engages institutional enrolment management while fostering student success and supporting the development of strategies to improve recruitment, retention, international relations, and registrarial operations.

The Registrar has a dual reporting role: to the President on matters related to governance and Senate; and to the Vice-President, Academic and Research, on matters of academic integrity, enrolment services, and institutional analysis. The Registrar is an ex-officio member of Senate and serves on several committees of Senate. Through this relationship, it has significant influence in the decision-making processes of the University.

Duties and Responsibilities

The key responsibilities and priorities for the Registrar include:

- Providing strong leadership and management of all registrarial operations at the University;
- Managing the process of admissions to academic programs;
- Recording of grades and maintaining academic records for all students, applicants, and graduates;
- Establishing and maintaining processes for the equitable and consistent administration of processes and procedures as they relate to academic records;
- Creating and maintaining course schedules and processes of student registration;
- Providing strategic enrolment management, including recruitment (domestic and international), outreach, and scholarships and awards;
- Fostering a student environment that embraces EDI, Indigenous reconciliation, internationalization, and holistic student success;
- Recruiting, mentoring, and supervising staff to foster a positive workplace;
- Assuming accountability for management of resources (financial, human, and physical) and working with budget managers to ensure fiscal responsibility;
- Working collaboratively with colleagues from across the University in planning, decision making, and communications; and
- Ensuring adherence to academic regulations, policies, and procedures.

Qualifications and Experience:

- Bachelor's degree in a relevant field, with a Master's degree preferred. An equivalent combination of education and work experience will be considered.
- 5 years of related experience at a postsecondary institution.
- 9 years of work experience in a regulatory role such as policy development, project management, and/or governance support.
- Leadership experience overseeing staff to manage student activities (i.e., records, systems, and/or databases), resources, and budgets.

- Experience with the development and implementation of successful enrolment management strategies.
- Experience working with a diverse university community, in a unionized environment, and commitment to promoting equity, diversity and inclusion across campus.

Letters of application should include a current *curriculum vitae* as well as a cover letter that includes a statement of interest and a vision for serving as Registrar, and that links the candidate's qualifications with the requirements of the position. Applicants should indicate the names and contact information for three referees. Applications should be sent electronically to Donna Lawless, Office of the Vice-President, Academic and Research, at vpar@upei.ca. Please include your name in the file name(s).

Requests for more information including the position profile, or other inquiries about the position, can be sent to: Dr. Greg F. Naterer, Vice-President, Academic and Research, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE, Canada C1A 4P3, Email: gnaterer@upei.ca.

The salary range for this position is \$152,339 - \$168,869.

Closing date is July 2, 2025.

Application Instructions:

UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute. UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the process, please direct your inquiries, in confidence, to our HR Officer, hrofficer@upei.ca.

In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

Only those applicants who are invited to an interview will be acknowledged.

[Apply for Registrar \(128E25\)](#)

UPEI encourages all qualified applicants to apply for job openings; however, in keeping with the terms and provisions of the university's various employment and collective agreements, first priority will be given to internal candidates.