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## University Registrar

St. Francis Xavier University invites applicants for the position of **University Registrar**. As a key member of the University's senior management team, the University Registrar will provide leadership to consolidate, upgrade and provide innovative solutions for the core registrar functions, meeting the challenges and expectations of exceptional service to students, quality control and university governance.

Reporting directly to the Academic Vice-President and Provost, the University Registrar will be responsible for the full suite of services related to student registration and record management, course enrollment and scheduling, teaching space allocation, enrolment and faculty load reporting, examination process, re-entry and transfer credits processing, degree auditing and convocation ceremonies, among others. The Registrar will take a lead role in liaison and coordination with the Deans of Faculty and with broader university functions including institutional analysis and admissions.

St. Francis Xavier University is one of Canada's leading primarily undergraduate universities. It comprises four faculties (Arts, Science, Business and Information Systems, and Education), within which are twenty-five departments, five interdisciplinary programs, and the School of Nursing. StFX is home to over 4,500 full- and part-time students, over 220 faculty, and 400 staff; it offers a comprehensive array of undergraduate programs, including service learning and co-op programs, as well as several graduate programs.

The successful candidate will be a strategic leader, possessing strong communication skills, exceptional human relations skills, demonstrated commitment to service, and excellent analytical and negotiation skills. He/she must have an understanding of the academic administrative needs of a primarily undergraduate university and proven success in an administrative role. Experience in managing information systems within an academic environment will be considered an asset.

Educational requirement: Minimum of a Master's degree.

Interested candidates should forward a letter of application and detailed resume in confidence to;

Dr. Mary McGillivray  
Academic Vice-President and Provost  
Chair of the Selection Committee  
Email: [careers@stfx.ca](mailto:careers@stfx.ca)

Consideration of applications will begin on June 14<sup>th</sup>, 2010.

*All qualified candidates, especially women and members of minority groups, are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadian citizens and permanent residents will be given priority. St. Francis Xavier University is committed to the principle of employment equity.*

