

Conestoga College

Registrar

Conestoga is a leader in polytechnic education and one of Ontario's fastest growing colleges, delivering a full range of career-focused education, training and applied research programs to prepare students for success in the new knowledge economy and promote economic prosperity throughout the region and across Ontario.

Conestoga delivers more than 300 career-focused programs and has more degree offerings than any other college outside of the GTA, including Ontario's only college-based, accredited engineering degrees. Conestoga College has campuses and training centres located in Brantford, Cambridge, Guelph, Ingersoll, Kitchener, Stratford and Waterloo, Ontario. As one of the country's top research colleges, Conestoga's applied research activities support student learning and helps area businesses grow, innovate and improve their productivity. It is currently seeking applications for the position of Registrar.

The Registrar is responsible for services that influence a prospective student's first impression of the College. The Registrar must be a champion of applicants and students by ensuring fairness and integrity in all processes. Accountable for providing administrative leadership, strategic direction, and excellence in the development and management of college-wide policies and procedures that contribute to the effective long term planning and the successful operation of the College in the following major areas: admissions, academic scheduling, enrolment, academic records, financial aid services, delivery of call centre, online and in-person services for the purposes of providing program and general information; registration and fee payment services; statistical reporting; systems development and the integrity of the enrolment audit. The role will be based out of the main campus in Kitchener.

The Registrar will lead an experienced and dedicated team and work collaboratively with the College's senior administration, faculty and other operational staff to ensure a positive experience for all Conestoga students. They will provide counsel to the VP, Academic, the College Executive Team and to members of the senior management team regarding a wide variety of registrarial matters and engage and maintain strong relationships with all stakeholders and partners of Conestoga to ensure administrative, operational and policy matters are managed collaboratively. The Registrar will facilitate and champion measures to ensure the integrity of all Conestoga credentials, including diplomas and degrees, grades, offers of admission, transfer and articulation etc.

With an excellent grasp of student administration, you are a skilled leader with a Master's degree in a relevant field – or an equivalent combination of education and experience - with the drive and ambition to bring your skills and expertise to the Conestoga College community. You bring relevant experience in both registrarial and/or enrolment management positions, preferably in higher education or business or non-profit administration, including leadership of a large, complex department. With a proven record of leading change, the ideal candidate will demonstrate an ambition to stay current in related best practices in higher education, and the readiness to table bold and creative ideas in support of strategic enrolment management. The successful candidate will be a poised, collaborative and engaged leader, with the ability to work

successfully with different levels of government and other post-secondary institutions, nationally and internationally.

Applications are encouraged immediately and should be submitted online ideally, by Sunday, January 23, 2022, at www.odgersberndtson.com/en/careers/17730. For more information, please contact Margaret Vanwyck of Odgers Berndtson at Margaret.vanwyck@odgersberndtson.com. We thank all those who express an interest, however only those chosen for further development will be contacted.

Conestoga College is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by both Odgers Berndtson and Conestoga College throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Odgers Berndtson is deeply committed to diversity, equity and inclusion in all the work that we do. As part of our efforts to better understand our ability to reach as broad a pool of candidates as possible for our searches, our DEI team would like to encourage you to take a moment and access our [Self-Declaration Form](#).