Registrar, Fanshawe College

One of Ontario’s largest colleges - with several campuses in London, Simcoe, St. Thomas, Woodstock, and Huron/Bruce, Fanshawe serves close to half a million people in communities in Southwestern Ontario with a promise to educate, engage, empower and excite. The College’s international footprint is equally strong. Fanshawe is proactive in developing agreements and partnerships with colleges and universities worldwide, supporting more than 500 pathways with 60 institutions across 10 countries. Fanshawe has an impressive reputation for delivering exceptional service to domestic and international students.

Fanshawe offers more than 200-degree, diploma, certificate, and apprenticeship programs to 43,000 students each year, helping people unlock their potential and achieve success in a variety of disciplines including applied arts, business, health care, human services, hospitality, and technology. Fanshawe also plays an important role in providing re-skilling and skill upgrading opportunities for mature learners through the design and delivery of custom training for federally and provincially sponsored trainees, community organizations, sectoral training councils and private sector employers in the business, health, industrial and services sectors.

Fanshawe now seeks a skilled Registrar to join the leadership team. Reporting to the Vice-President, Student Services, the Registrar provides administrative leadership and is responsible for the delivery of student focused, responsive, and effective registrar services. The Registrar provides leadership for the development of college services and policies related to applicant and student interactions. These services and policies ensure fairness, integrity, transparency and consistency with the College’s values, mission, and strategic directions. The Registrar provides leadership for the development and maintenance of the College student information system and the development of technology-supported service excellence.

The Registrar positions the Department to effectively provide leadership in the planning and development of service objectives and standards to meet evolving expectations, technology, and service needs of students. The Registrar’s responsibilities include working collaboratively with leaders of academic, international and student service areas, liaising with program partners and the Fanshawe Student Union to promote effective student relationship management. Fanshawe’s Registrar also oversees the integration of principles of academic integrity and fairness for students and applicants through policies, processes, services, and decisions related to admission, registration, records, academic progress, graduation, financial aid, and student awards.

As the ideal candidate, you have a Master’s degree in higher education or a related field and bring a minimum of 11 years of relevant experience and demonstrated leadership capability. The ideal candidate has completed studies in Management or Leadership with a sound understanding of information systems structures and processes. You are an effective communicator and team builder with highly developed presentation skills.

As the ideal candidate, you also have a demonstrated ability to lead and manage change, launch, and manage major projects successfully. You are able to plan, organize, delegate, and evaluate work in collaboration with others and you are able to effectively motivate staff and establish a high-performance team. You are persuasive and influential and have the ability to work with others to develop and articulate direction and vision for the Office of the Registrar. You bring a strong understanding of technology-supported service delivery, relevant experience in
quality management and customer service, team leadership along with strong, conflict resolution, and negotiation skills.

_Fanshawe College is an equal opportunity employer. We are committed to equity, value, diversity, and welcome applicants from diverse backgrounds._

If you require accommodation in order to participate as a candidate in the recruitment process, please contact accommodate@kbrs.ca or communicate your needs to the recruitment professionals named below.

If you’re interested in this opportunity, contact Amorell Saunders N’Daw at asaundersndaw@kbrs.ca or Debra Clinton at dclinton@kbrs.ca or submit your application online at: www.kbrs.ca/Career/14868