



The Michener Institute is Canada's only post-secondary institution devoted exclusively to the applied health sciences professions. In January 2016 the Michener Institute integrated with University Health Network and has become the Michener Institute of Education at UHN. Offering full-time, part-time and continuing education programs, The Michener Institute is committed to providing its students with Best Experience, Best Education. Through an innovative healthcare curriculum and an engaging learning environment, The Michener Institute prepares learners to become competent and highly skilled allied health professionals.

Job Posting: 865931

Position: Registrar

Reports To: Dean of Students

Status: Permanent Full-Time

Organization: The Michener Institute

Salary: \$104,336 - \$130,421 per annum

Department: Office of the Registrar

Position Summary

The Registrar provides strategic and operational leadership for the efficient, effective and accountable oversight of the Registrar's Office and the services it provides. The key responsibilities fall within the areas of: inquiry, recruitment, admissions, enrolment management, academic records, registration, scheduling, room booking, financial aid, scholarships and bursaries, issuing official academic documents, maintaining and enhancing the student information system (Power Campus), reporting of enrolment information, and data to support Key Performance Indicators and legislative/audit requirements. As a key leader within the organization, the Registrar is an active participant in the continued growth and evolution of the Institute and is involved in the change processes that result in continually improving the student experience as well as the experiences of Michener faculty and staff who support students.

The Registrar reports to and is a key resource to the Dean of Students and has the following key responsibilities:

Strategic Leadership

- Provides pan-institutional leadership to departmental, instructional and administrative staff, faculty and administrators in strategic enrolment management to meet institutional enrolment targets and provincial Key Performance Indicators (KPI) requirements to reduce institutional risk and enhance or maintain institutional reputation;
- Oversees the government attestation and reporting process (KPI data) for the entire student population on behalf of the Institute
- Effective management of revenue collection (tuition and fees) and is held accountable for policy and processes governing tuition and fees revenue collection for the entire institution
- Provides strategic leadership to the Education Executive and Board in developing annual tuition and ancillary fee models in accordance with provincial legislation and Ministerial binding policy directives;
- Oversees the governance policies and procedures of student academic data and any related graduation audit, verification, and academic artifacts (such as transcripts and diplomas) for the entire Institute
- Must work with academic partners in the Institute and external stakeholders to ensure that curriculum decisions are accurately reflected in the student information system and to ensure the Institute's data accurately and securely reflects the Institute's operations and meets legislative and audit requirements
- Responsible for effective financial, student funding and donor management (in the case of Scholarships and Awards) and these agencies/individuals rely on the Registrar to ensure processes are transparent, efficient, accurate, accountable and student-focused;

- Provides support and advice to senior management on Strategic Enrollment Management encompassing the life cycle of a student from inquiry to recruitment, to application and admission, through offer and registration, to retention and graduation and into lifelong learning.

Operational and Strategic Leadership – Registrar’s Office

- Develops and employs effective departmental human resource strategies for employee recruitment, retention, training, professional development and succession planning to ensure high level of customer service
- Develops and implements short and long-term operational plans for the operation of the Registrar’s Office including departmental budget, policies, procedures and strategies for advancement
- Consults with appropriate stakeholders to develop, implement and revise procedures to support administration, recruitment, admission and retention plans/policies that aligns with provincial legislation and binding policy directives
- Acts as the lead for Student Appeals ensuring policy is adhered to and that student and institutional rights and privileges are protected in an un-biased manner.
- Provides effective leadership for the efficient and effective management of the integrity of Student Information System (PowerCampus) and integrity of student data as held in the system while leading the integration of other information systems (Infosilem products, Papercut, LMS, Health Services) with the SIS
- Provides leadership in the development of student-focused schedules and exam schedules aligned with collective agreements, departmental budgets and physical resources;

Other Responsibilities consistent with the job classification

- A Full Job Posting can be requested by emailing HR@michener.ca

Qualifications:

- Masters degree and a minimum of seven (7) years of experience in higher education including at least three (3) years in a leadership in a Registrar’s Office or an equivalent combination of education and experience;
- A systems thinker with solid experience working with Enterprise Resource Planning (ERP) and/or Student Information Systems (SIS) with Ellucian systems and SQL experience considered an asset;
- Demonstrated leadership skills and capabilities with evidence of: initiative, sound decision-making and planning, persistence in the face of obstacles, creativity, resourcefulness, resiliency, a sense of humor, humility, honesty, and a willingness to accept responsibility and be accountable for results;
- Experience in, and evidence of, strong financial management and in the development and interpretation of policies and procedures;
- A demonstrated commitment to enhancing the quality of the post-secondary education life cycle experience for students and staff;
- Advanced knowledge of MS office suite Word, Excel, Visio, PowerPoint, Student Information/Management Systems, Relational Data Bases, Scheduling software;
- Satisfactory Canadian Police Clearance document required upon hire

Qualified applicants are invited to submit a detailed resume and cover letter by clicking [here](#).

Posting Date: October 27, 2020 Closing Date: November 10, 2020

For further information on The Michener Institute, please visit our website at www.michener.ca.

The Michener Institute is publicly funded by the Ministry of Health & Long-Term Care and is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

While we thank all applicants only those selected for an interview will be contacted.