



University Registrar - Queen's University

Queen's University is situated on the territory of the Haudenosaunee and Anishinaabek. To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today. The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community and there are First Peoples from other Nations across Turtle Island present here today.

Queen's has a rich academic tradition dating back to 1841. Located in Kingston, Ontario — one of Canada's most vibrant small cities, and a short commute to Ottawa, Montreal, Toronto, and New York State — Queen's consistently ranks among Canada's very best universities. Queen's acknowledges that with its vast history and traditions, there have been barriers and systemic issues of racism that have become deeply entrenched in the behaviours, structures and policies of the University. Dr. Patrick Deane, Principal and Vice-Chancellor, has declared the [University's commitment](#) to address systemic racism and to undertake the difficult work of changing policies and procedures across the entire university which have supported persistent inequities. Included in this, Queen's will review and implement procedures and policies of recruitment and admissions of under-represented students and enhance efforts to diversify the student population.

The University Registrar is a convenor and champion of transparent and collaborative decision-making across the University. The Registrar will play an important role in the University's efforts to enhance equity, diversity and inclusivity, and Indigeneity while contributing to the shared mission of supporting and engaging students in safe and meaningful ways.

As the University Registrar, you will provide a coordinated and seamless approach to ensuring the best student experience, while working closely with campus partners to advocate for a student-centric approach to regulatory and process changes and operational efficiency. You will work in partnership with the academic community, administrators, deans and faculty to facilitate and improve registrarial services for students. You will plan, direct, and control all aspects – technological and administrative – of student records and registrations. Furthermore, you will develop and implement policies, systems, and procedures to ensure compliance with University policies, priorities, and legislative requirements. Reporting to the Vice-Provost and Dean of Student Affairs, you will oversee a full-time staff of approximately 60 and hundreds of seasonal/part-time/casual staff.

As the ideal candidate, you possess advanced oral, written, and presentation skills and have excellent interpersonal and intercultural skills to work collaboratively with a diverse range of professionals and stakeholders, both internal and external to the University. You bring a data-informed approach to decision-making and are at ease working within a highly digital and online environment while creating new structures and initiatives within the academic setting. You have a successful track record in leading change through complex programs and initiatives, and the ability to set and meet strategic, financial, and operational goals. You have demonstrated experience and a commitment to working with a diverse student body. You have led initiatives to modernize and update operating practices with the stated outcome to create inclusive and equitable approaches to administration and reducing barriers to improve user experience. You have a demonstrated commitment to increased intercultural development, equity, diversity, inclusivity, and Indigenous representation in your organization. Coupled with a graduate degree, preferably in Business or Public Administration, your demonstrated leadership experience includes managing, motivating,



and directing a large team of professional staff and volunteers. Working in a related field with registrarial experience is an asset.

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, racialized/visible minorities, Indigenous peoples, persons with disabilities, and LGBTQ2S+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes an applicant's accessibility needs into account. If you require accommodations during the interview process, please contact Kathy Rahme at krahme@boyden.com.

Every effort to accommodate candidates will be made in a way that is equitable and respectful of their additional professional, community, and personal responsibilities.

For more information, please contact Kathy Rahme at krahme@boyden.com or Jenny Zhang at jzhang@boyden.com. To apply, please visit boyden.thriveapp.ly/job/1054.

The search committee will begin to consider candidates in **October 2021**.