



**Saint Mary's
University**



Job Advertisement

Saint Mary's University – Associate Vice-President Enrolment Management and Registrar

Saint Mary's University acknowledges that the University is located on the traditional land of the Mi'kmaq Nation. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik peoples first signed with the British Crown in 1725.

One of Atlantic Canada's largest universities, Saint Mary's is ranked as one of Canada's top-10 primarily undergraduate schools. Its faculty are recognized for their teaching and research excellence and for their commitment to community engagement. This has led to a dramatic rise in research funding, through Canada Research Chairs, major external partnerships, and provincial and federal investment. Sponsored research funding at Saint Mary's has increased by 38% in the last 5 years. In 2021, Saint Mary's was ranked 2nd in Nova Scotia for sponsored research income, and the University is among the top three universities in Atlantic Canada for sponsored research income within its category of "universities with mainly undergraduate programs."

Situated in Halifax's beautiful South End, Saint Mary's is home to more than 7,000 students from over 115 countries and has over 53,000 alumni worldwide. Its faculty and staff are focused on ensuring a supportive and progressive working environment. As an institution, the University is committed to equity, diversity, inclusion, and accessibility. Community engagement is a pillar of the University's academic mission, and it invests in communities through local partnerships, distance learning, and direct program support.

It is within this context that Saint Mary's University welcomes applications and nominations for the appointment of its **Associate Vice-President Enrolment Management and Registrar ("AVP EM&R")**.

Reporting to the Vice-President, Academic and Research, the AVP EM&R provides senior leadership to all key aspects of the enrolment management strategy for Saint Mary's University, including recruitment, admissions, registrarial services, the academic discipline office, as well as the coordination of conversion and retention initiatives and academic advising. This position cooperates and consults with all Faculties, Deans, Librarian and Associate Deans, and with units such as Student Affairs and Services, The Studio for Teaching and Learning, Enterprise Information Technology, and Institutional Analysis will be a key aspect of the role. The AVP EM&R will also be University Registrar and will assume the responsibility vested in that office under the Saint Mary's Act, including *ex officio* membership on Senate. Duties will include representing the Vice President, Academic and Research on key committees, such as Strategic Enrolment Management, Senate Curriculum and the Academic Regulations Committee. The AVP EM&R provides oversight, direction and support to the following units: Recruitment and Marketing, Student Systems and Strategic Projects and, as University Registrar: Admissions, the Student Service Centre (including Financial Aid and Awards), Student Records and Convocation.

The AVP EM&R is responsible for the continuous development, implementation and monitoring of the Strategic Enrolment Management (SEM) Plan within the context of the Strategic Academic Plan and develops assessment tools to ensure objectives are being achieved. This position Co-Chairs the SEM Steering Committee, and provides oversight to the various strategic enrolment committees, sub-committees and working teams. The AVP EM&R promotes and supports faculty level SEM initiatives through consultation and collaboration, support for innovative programming and accurate and useful data. The AVP EM&R also serves as the University's official liaison with law enforcement agencies on issues related to students, as appropriate, and consults with the University's solicitors to ensure existing policies, procedures and regulations do not contravene provincial and national legislation.

As the ideal candidate, you have relevant administrative experience in a post secondary institution at a senior level, and a demonstrated interest in, and commitment to, strategic enrolment management. You also have a thorough understanding of the use of information technology as an effective management tool. You have proven project management skills and relationship building skills. You have the skills to ensure that the academic integrity of the university is

maintained through the development, implementation, and updating of university academic regulations. You are collaborative, demonstrate vision, inspire confidence, encourage participation, and instill enthusiasm. You create a positive and inclusive work culture that is student-centered and welcoming to a diverse and intersectional community. Candidates will normally be expected to hold a doctoral degree, but those with an equivalent combination of education and experience may also be considered.

To apply or explore this leadership position at Saint Mary's University further, please contact Jane Griffith (jane@griffithgroup.ca) and/or Sam Walton (sam@griffithgroup.ca) or visit <https://griffithgroup.ca/smu-avp-enrolment-management-registrar/>

At Saint Mary's University equity and diversity are integral to excellence and enrich our community. As an institution committed to fostering an environment of inclusion and respect, we welcome applications from women, Indigenous peoples, racialized persons/visible minorities, persons with disabilities, persons of minority sexual orientation or gender identity, and others who might contribute to the growth and enrichment of our community.

All qualified candidates are encouraged to apply; however, preference will be given to Canadian citizens and permanent residents. If you require accommodations during the recruitment process, please contact Human Resources at hr@smu.ca.