



## Job Advertisement

### **Saint Mary's University University 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 2<sup>nd</sup> 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 invites applications and nominations for the position of **University Registrar** commencing July 1, 2022, or soon after.

Reporting to the Associate Vice President Academic & Enrolment Management, the University Registrar ensures the timely, efficient, and effective operation of the Office of the Registrar. The University Registrar provides strategic oversight and support of Admissions; Student Records, Transfers & Registration; Scholarship & Awards; Student Service Centre; Convocations; and Publications including the academic calendars. Working collaboratively with the team of Directors in these portfolios, the University Registrar provides leadership of the planning, scheduling and monitoring of all aspects of academic registrations, including the regular academic year, two summer sessions, on-campus and in extension centres for all domestic and international admissions and for the operations of the Service Centre. The Registrar also assists with the academic-administrative leadership of the University, including working closely with academic Deans, faculty members, Institutional Data Analysis and Planning and relevant members of the Senior Management Group (SMG). The University Registrar serves on internal and external university committees and has responsibility of the Departmental budget.

Candidates must have proven experience working in a Registrar's Office and with managing staff, ideally in a unionized environment. Candidates must possess excellent communication skills, a high degree of professionalism, and the ability to exercise judgement, diplomacy, tact, and discretion at all times, especially when managing changing and conflicting priorities. As the ideal candidate, your tenure includes analyzing quantitative and qualitative data into informational reports and presentations used for strategic planning and problem-solving. You create a positive work culture that is student-centered and welcoming to a diverse and intersectional community, such as the University's student body. A Master's degree, or an equivalent combination of education and experience, is required.

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

*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](mailto:hr@smu.ca).*