

Sheridan

Registrar and Associate Vice-President, Enrolment Management

Reporting to the Vice Provost, Student Experience and Enrolment Management, the Registrar and Associate Vice-President, Enrolment Management serves the Sheridan community in the provision of inspired leadership, strategic advice, innovation, policy development, chief stewardship of student information systems, and the successful delivery of core academic and non-academic services that support academic quality, students and strategic priorities as part of the student success/experience mandate of the institution.

This involves senior accountability for transformational leadership, operational, development, coordination and planning activities in the following major areas: enrolment management, recruitment, admissions, registration, scheduling, student records, student information systems, financial aid and awards, student accounts, convocation, assessment, academic policy, legislative compliance, reporting, transfer credit, academic cataloging and calendaring, data governance, work study, and the enrolment audit. The incumbent also provides leadership and is accountable for bringing strategic enrolment considerations to all areas of registrarial impact, including providing enrolment input into curriculum development, program architecture, admission requirements, course scheduling and instructional space allocation. It is expected that the Registrar and AVP will partner in leading strategic retention and student success initiatives.

The Registrar and AVP is responsible for ensuring high levels of service to a wide variety of student, faculty, administrative and public clientele via the effective management of the aforementioned activities as well as budgetary oversight and inspirational leadership of staff through development, engagement and talent enablement to ensure service excellence.

What You'll be Doing

- Serving as a key resource in the development of strategy, planning, policies and procedures and delivers pan-institutional based initiatives that have both academic and administrative impact. Chairing and sitting on functional committees that advance Sheridan's mission, reputation and strategic priorities.
- Leading in the development of short and long term post-secondary enrolment targets, recruitment of domestic and international admissions and responsible for ensuring that institutional level marketing efforts are maximized.
- Building, leading and empowering a leadership team in the Office of the Registrar and providing direction and support for all current and long range budgetary, operational and planning functions in the OTR. Ensures compliance with financial assistance policy and proper control and monitoring of expenditures. Serves as chief steward and accountable leader of the Student Information System, and with the support of the AVP, IT & CIO is responsible for the development, maintenance, security and integrity of student record data.
- Contributing to divisional strategic planning and development of integrated business plans including environmental scanning, identifying customer needs and business priorities as well as determining administrative, financial, human resources, information management and information technology strategies to respond to business needs and provincial college directions.
- Developing and maintaining professional relationships, contacts and members in provincial organizations related to registrarial services and serves on a variety of external Sheridan committees.

About You

You are a **self-directed** natural **leader** and have a highly **collaborative** spirit which, combined with your keen **interpersonal** and **communication skills**, empowers you to build positive and synergistic relationships and create and maintain a progressive organizational culture.

You have the skills and knowledge to work with an increasingly diverse student and staff population as well as a proven commitment to **anti-oppression, decolonization, equity, and inclusion**.

You are an **analytical thinker** and have a knack for **thinking critically** about how processes flow and how to build systems.

You have superlative **presentation** and **influencing** skills with an ability to influence at all levels and obtain buy-in when diverse needs and competing priorities exist, and can clearly communicate complex information verbally and in writing across multiple levels.

You exercise **sound judgement** and your sharp **problem solving** and **conflict resolution** skills, along with your ability to invite new ways of thinking, allow you to solve challenges in a creative way to help advance organizational goals.

You contribute expertise and insight to the development of organizational **priorities and strategy**.

The successful applicant will also possess the following qualifications:

- Must possess a minimum of a Master's Degree in Education or a related field (Arts, Social Science or Business)
- Must have a minimum of 12-years of management experience with demonstrated ability to lead, supervise, motivate, empower, develop staff, prepare strategic plans, establish meaningful priorities and maintain high quality services
- Must possess sound knowledge of and experience with enrolment management, including issues/trends/policies affecting post-secondary institutions and all facets of registrarial practice
- Must possess proven budget preparation/management skills and ability to develop and recommend creative solutions to address fiscal pressures
- Must possess proven ability to lead the development of policies, procedures and processes and training (that enhance overall client service in a fast paced, changing business environment)
- Must have in-depth experience in Student information systems, CRM systems and other educational technologies which support learning and student service delivery

Who We Are:

Every member of the Sheridan community is passionate about the transformational role we play in people's lives. Our strategic plan, *Sheridan 2024: Galvanizing Education for a Complex World* (<https://sheridan2024.sheridancollege.ca/>), charts a path towards a new ground-breaking model of higher education that reshapes post-secondary education and better prepares students for the future. We are committed to demonstrably advancing equity, diversity and inclusivity. Diversity is our strength and fuels our commitment to excellence. Across our campuses, we're making meaningful strides towards developing an equitable and inclusive community.

✓ For more information, visit: [Why Work at Sheridan](#)

Other Details

Faculty/Department: Office of the Registrar

Campus Location: Trafalgar(may be assigned activities at any Sheridan campus) **This position is currently working a hybrid of on-campus and remote work.**

Reference #: J0423-1717

Employee Group: Administrative

Payband: NQ

Salary Range: \$166,916 - \$ 208,644

Application Deadline: June 9, 2023

Sheridan is deeply committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge that we live and work on the traditional territory of the Mississaugas of the Credit First Nations, Anishinaabe Nation, Huron-Wendat and the Haudenosaunee Confederacy. Sheridan is situated on these lands, and it is our collective responsibility to honour and respect those who have gone before us, those who are here, and those who have yet to come. We are grateful for the opportunity to be working on this land.

Sheridan values the diverse and intersectional identities of its students, faculty, and staff. Sheridan regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. Sheridan seeks applicants who embrace our values of equity, anti-racism, and inclusion. As such, we encourage applications from qualified candidates who have been historically disadvantaged and marginalized, including those who identify as First Nations, Métis and/or Inuit/Inuk, Black, members of racialized communities, persons with disabilities, women and/or 2SLGBTQ+.

Sheridan will provide job applicants with accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. To request accommodation, please contact [Human Resources](#).

You may be asked to provide copies of your educational credentials at the time of interview. Upon hire, we require official confirmation of educational credentials and Canadian equivalency assessments, if applicable.

Please apply online: <https://www.sheridancollege.ca/careers.aspx>