

Simon Fraser University
University Registrar and Executive Director Student Enrollment

Simon Fraser University (SFU) respectfully acknowledges the Coast Salish peoples on whose unceded traditional territories our three campuses stand.

For the seventh consecutive year SFU has been ranked by the Maclean's University Ranking Guide as Canada's leading comprehensive university and is ranked 13th in Canada by the QS World University Ranking. With unique campuses in Vancouver, Burnaby and Surrey, SFU has deep roots in partner communities throughout the Province of British Columbia and around the world.

SFU aims to become Canada's leading engaged university through innovative education, cutting-edge research and community outreach. In line with these institutional goals, SFU now seeks to appoint its next University Registrar and Executive Director Student Enrollment (Registrar). The Registrar leads a highly motivated team of over 100 professional staff delivering programs and services that span our students' entire university experience, from recruitment to graduation. Reporting to the Associate Vice-President, Students and International, the Registrar advances the University's strategic enrollment plan and champions services, processes, policies and systems that support the recruitment, enrollment and success of a talented, diverse, and inclusive student body. They provide institutional leadership on policy and practice across multiple areas including: strategic enrollment management, admissions, financial aid, student financial services, registration and academic records, student systems, convocation, course and exam scheduling, academic integrity, curriculum management, and student regulations and appeals.

Working closely with the President and the Vice-President, Academic & Provost, the Registrar ensures the effective functioning of the University Senate and its various committees by serving as the Senate Secretary. They are accountable for leadership on strategies within the portfolio that support SFU's commitment to Equity, Diversity and Inclusion (EDI) and for transforming services, programs, and policies to meet the University's goals for Indigenization, decolonization, and reconciliation. The Registrar oversees the portfolio's multi-year financial and human resources management plans and is responsible for managing the University's scholarships, bursaries, and awards budget. They are responsible for ensuring the integrity of student academic records and compliance with relevant legislation, standards and policies. The Registrar also works collaboratively with constituents across SFU's campuses and external bodies to implement systems, policies and procedures that support a high-quality educational experience for all of SFU's undergraduate and graduate students.

We believe that a renewed and reinvigorated commitment to EDI is essential for our present and our future. It is our unique responsibility to create a culture where EDI is not merely an initiative or plan, but a promise we make to ourselves, to each other and to everyone we meet. Our goal is to ensure our campuses are welcoming places for everyone to gather and learn and that all who work or study here feel a sense of belonging, inclusion, fairness and mutual respect. We are working to create the conditions that foster a culture of inclusion and a healthy campus environment. We invite you to click on the below link and learn more about both the Registrar's role and also how their work is directly related to furthering SFU's EDI commitments.

For further information, including a position description and selection criteria, please visit www.perrettlaver.com/candidates quoting reference **4846**. The closing date for applications is 12 noon (Pacific Time) on **Tuesday, January 5th, 2021**. To assist SFU with mandatory reporting requirements of the Immigration and Refugee Protection Act, please advise if you are a Canadian Citizen or Canadian Permanent Resident in your CV or Cover Letter.

All qualified candidates are encouraged to apply, however Canadian citizens and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from all qualified candidates, including people of all genders, visible minorities, Indigenous peoples, and persons with disabilities.

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