

## Vice-Provost and University Registrar

Closing date: October 1, 2019

The [University of Alberta](https://www.alberta.ca) is one of Canada's top teaching and research universities, with an international reputation for excellence across the humanities, sciences, creative arts, business, engineering and health sciences. Located in Edmonton, a vibrant and friendly city of a million people offering a rich cultural and recreational life, the university is home to more than 39,000 students and 15,000 faculty and staff, and attracts more than \$500 million in sponsored research revenue. It offers close to 400 undergraduate programs and 500 graduate and professional programs across 18 faculties.

The University of Alberta seeks a dynamic and visionary leader to serve as Vice-Provost and University Registrar. This is an opportunity for a talented administrator who wants to influence the direction of institutional systems and practices, enhance the student experience and advance the academic mission of an ambitious, international, research-intensive, multi-campus university. Reporting directly to the Provost and Vice-President (Academic), the Vice-Provost and University Registrar plays a vital leadership role in strengthening the university's reputation by leading the recruitment, admissions and retention of the best students. As a member of the Provost's senior administrative team, the Vice-Provost and University Registrar offers the highest level of strategic advice on major initiatives within this large, complex university, and interacts with external communities locally, nationally and globally. The University of Alberta plays a significant role in student transfer agreements within Campus Alberta and works with partners to offer innovative graduate and international shared credential programs. Leading the Office of the Registrar in its mandate to provide excellent services to students and the university community, this position is responsible for strategic planning and administration of operations in undergraduate recruitment; admissions; registration; student awards and financial assistance; convocation; and Student Connect, a transformative service delivery model.

The successful candidate will have proven expertise in student enrolment management. A demonstrated commitment to continuous improvement to the student experience and to service excellence is imperative for success in the role. An ability to interact at senior administrative levels and to articulate a vision of positive future impact on student life, through the best and most modern practices, is essential. Exceptional communication, human relations and analytical skills are required. The successful candidate must have a proven track record of implementing and maintaining Equity, Diversity, and Inclusivity (EDI) initiatives.

A bachelor's degree is required. An advanced university degree is strongly preferred; however, a combination of education and experience will be considered.

Areas reporting to the Vice-Provost and University Registrar include:

- Enrolment Management and Reporting
- Undergraduate Recruitment (National)
- Undergraduate Admissions (National and International (within Canada))
- Records, Registration and Fees
- Information Systems and Business Development (Registrar's Office)
- Student Connect
- Student Financial Support
- Convocation and Ceremonies
- Exams and Timetabling
- Communications (Registrar's Office)
- Registrar's Office (Augustana Campus)
- Identity Management
- Volunteer Management and Partnerships
- Indigenous Recruitment

The Committee will begin consideration of candidates in early October, and the appointment will begin as soon as possible. Written nominations, applications or expressions of interest may be submitted in confidence to the address below. For additional information, please contact:

Wendy Rodgers  
Deputy Provost  
University of Alberta  
[provost@ualberta.ca](mailto:provost@ualberta.ca)

*This position is in accordance with University terms and conditions, and remuneration will be commensurate with qualifications and experience, and will be competitive with public research-intensive post-secondary institutions. Components of compensation will include base salary, a comprehensive benefits package (which can be viewed at [www.hrs.ualberta.ca](http://www.hrs.ualberta.ca)), and additional negotiated benefits applicable to the position.*

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Alberta hires on the basis of merit. The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.*