

Registrar

With gratitude, the University of Guelph recognizes that its campuses are located on the lands of the Dish with One Spoon Wampum and the traditional lands of the Hodinöhsö:ni', Anishinaabeg and Huron Wendat, and offers respect to the Mississaugas of the Credit, Six Nations of the Grand River, the Delaware Nation at Moraviantown and the diverse communities of First Nations, Inuit and Métis peoples who reside on these lands. The University of Guelph also recognizes that its educational and research enterprises occur on Indigenous lands across Turtle Island and Mother Earth and endeavours to ensure that its activities honour and respect Indigenous peoples and their lands.

The University of Guelph invites applications, nominations, and expressions of interest for the position of Registrar with the appointment to be effective summer 2023.

The University of Guelph has achieved prominence in Canada and around the world for its commitment to developing exceptional thinkers and engaged citizens. Anchored by its innovative and newly established Strategic Plan 2022-2027, the University continues to play an integral role in the educational, business, and cultural life of Ontario, through the impact of its teaching, research, and community service, and through its special mandate to serve the province in support of the agri-food sector and veterinary medicine. Guelph's colleges and campuses conduct leading edge interdisciplinary teaching, experiential education, and innovative research in the physical and life sciences, arts, business, social sciences, engineering, and agricultural and veterinary sciences. Dedicated to cultivating the essentials for our quality of life – water, food, environment, animal and human health, community, commerce, social justice, culture, and learning, the University of Guelph community shares a focus on collegiality, a profound sense of social responsibility, an obligation to address local and global issues, and a concern for sustainable development. Nearly 30,000 students attend the University of Guelph, including students located at its Ridgetown Campus and the University of Guelph-Humber. Further information about the University may be found at www.uoguelph.ca.

Reporting to the Provost and Vice-President (Academic), the University Registrar will be a key member of the Provost's and the University's leadership team as well as an Ex-Officio member of the University Senate. The Registrar provides visionary and operational leadership to the Registrarial Services staff at Guelph's central and regional campuses. Responsible for the management of five units within the directorate, including: Admission Services, Enrolment Services, Student Financial Services, Scheduling and Registrarial Systems and Technology, the University Registrar plays a critical role in providing strategic direction to domestic and international student recruitment, enrolment planning, retention, student finance, the management of student records and registrarial services.

The University Registrar also represents the University to a wide range of external organizations including government agencies, Council of Ontario Universities and its various committees, and professional groups including the Association of Registrars of the Universities and Colleges of Canada. Internally, the University Registrar is a member of the Strategic Enrolment Management Committee, Senate, the Board of Undergraduate Studies and various senior management working groups.

The ideal candidate will be a highly experienced and strategic leader, with outstanding communication and interpersonal skills and an open, collegial management style. They

are a team player who works collaboratively with other university leaders to achieve strategic priorities of the institution. The ideal candidate will be experienced in developing and successfully executing an international recruitment and admissions strategy. They will be knowledgeable about processes and responsibilities in a registrarial setting and have a track record of improving and innovating operations, with a demonstrated commitment to service for students, faculty and other constituents. Expertise in systems development, data analysis, managing staff within a complex and unionized environment, developing strong cross-campus partnerships and knowledge of enrolment best practices are all required. They are a data-informed decision maker who has a record of building strong and effective relationships across administrative and faculty departments in a large university setting. The successful candidate must have a record of strategic work, executive level enrolment decision making and successfully developing and implementing strategic enrolment management.

All qualified applicants are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Guelph and Laverne Smith & Associates will provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. The University recognizes that applicants may have had obligations outside of work that have negatively impacted their record of achievements (e.g., parental, elder care, and/or medical). You are not required to disclose these obligations in the hiring process. If you choose to do so, the University will ensure that these obligations do not negatively impact the assessment of your qualifications for the position.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. Acknowledging the University's diverse population and ensuring that every member of an inclusive campus is a valued contributor is a foundational pillar of success. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

The search committee will begin consideration of candidates immediately and will continue until the role is successfully filled. Applications should include a letter of interest, curriculum vitae, and the names of three references (who will not be contacted without the consent of the candidate), and should be submitted in confidence to the University's executive search consultants:

Laverne Smith & Associates Inc.
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