



## Registrar

### University of Northern British Columbia

Located in the spectacular landscape of northern British Columbia, UNBC is one of Canada's best small universities, with a passion for teaching, discovery, people, the environment, and the North.

UNBC provides outstanding undergraduate and graduate learning opportunities that explore cultures, health, economies, sciences, and the environment. As one of B.C.'s leading research-intensive universities, UNBC brings the excitement of new knowledge to its students, and the outcomes of its teaching and research to the world. Home to 3,000 students, UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings, and ranks among the top 50 research universities in Canada (Research InfoSource).

UNBC is a university both in and for the North. This mission has instilled a strong sense of ownership, purpose, and adventure among its students, alumni, faculty, staff, and the communities it serves. UNBC is also Canada's Green University™, leading the way to a more sustainable future for all.

Reporting to the Vice-President Academic and Provost, the Registrar is responsible for providing leadership and strategic direction in the management of progressive programs, processes, and services that support students in their academic pursuits while enhancing student life and the university community. The Registrar leads undergraduate and graduate activities for admission, academic record evaluation, registration, grading, transfer credit, class and examination scheduling, issuance of official transcripts, student awards and financial aid, university calendar publication and graduation.

As the ideal candidate, you will have a demonstrated track record of success as a senior manager in Registrar/Enrolment Services roles in a post-secondary environment along with experience with strategic enrolment management. Responsible for ensuring an exceptional experience for UNBC students at each of our 4 campuses, you will bring a student-first approach across the student lifecycle and promote student success with an understanding of progressive approaches to resolving complex issues. The incoming Registrar will bring a demonstrated track record and experience in onboarding systems to modernize processes and workflow.

Through strong people skills, an inclusive approach and respect for equity, diversity, inclusion, and reconciliation, you are a proven relationship- and community-builder with the vision and strategic skills necessary to advance UNBC's academic mission, nationally and internationally.

Based in B.C.'s northern capital, Prince George, site of UNBC's largest campus, is a city of ~76,000 people with impressive cultural, educational, and recreational amenities in

the beautiful landscape of northern British Columbia.

To explore this opportunity further, please click [Apply](#).

*UNBC encourages applications from all qualified individuals, including women, Indigenous people, visible minorities, and persons with disabilities. All qualified candidates are encouraged to apply, although Canadians and Permanent Residents will be given priority.*

*We thank all applicants for their interest in this position. Please note that we will only be in contact with those individuals moving forward with our client.*