Associate Vice President, Students & Registrar, University of Prince Edward Island

The University of Prince Edward Island (UPEI) is actively seeking an experienced student-focused leader to serve as their next Associate Vice-President, Students and Registrar.

Located in Charlottetown, the birthplace of Confederation and the capital city of Prince Edward Island, the University of Prince Edward Island (UPEI) has a rich history with roots in two founding institutions, Prince of Wales College (est. 1834) and Saint Dunstan’s University (est. 1855). Formed in 1969 as the provincial university, UPEI honours its proud legacy through academic excellence and research innovation. UPEI’s ten faculties and two schools offer a wide range of programs and degrees to undergraduate, post-degree, graduate, and doctoral students. Home to Canada Research Chairs, a UNESCO Chair in Island Studies and Sustainability, endowed and sponsored research chairs, and 3M National Teaching Fellows, UPEI offers its students access to exceptional faculty, researchers, and staff.

The Associate Vice-President, Students and Registrar provides leadership of all student affairs and registrarial operations at the University. Reporting to the Vice-President, Academic and Research, this position plays a vital role in creating an exceptional experience for students in and out of the classroom. It engages institutional enrolment management and student affairs in fostering student success, while supporting the development of strategies to improve recruitment, retention, experiential learning and overall operational excellence. As a dual role of University Registrar, the position also provides oversight of all aspects of the Office of the Registrar. The Registrar has a dual reporting role: to the President on matters related to governance and Senate; and to the Vice-President, Academic and Research, on matters of academic operations, enrolment services, student affairs, and institutional analysis. The alignment of Student Affairs with the Registrar’s portfolio enables an effective integration of strategic planning and implementation with the goal of optimizing UPEI’s student-centred services. The Registrar is an ex-officio member of Senate and serves on many committees of Senate. Through this relationship, it has significant influence in the decision-making processes of the University.

As the ideal candidate, you are a strategic leader with a track record of success in progressively senior roles, ideally within a post-secondary environment. You have a Master’s degree in a relevant field, as well as leadership experience overseeing staff in the delivery of student services and programming, and managing complex records, systems, and databases. You also have experience developing and implementing successful enrolment management strategies. A true collaborator, you have proven your ability to build high functioning relationships with diverse groups. You have led functions of broad scope and you know how to successfully motivate and develop your team. You understand the complexity and broad scope of student affairs and registrarial functions and will draw on your leadership and change management experience to leverage the strengths of the team. You are committed to promoting equity, diversity, inclusion and Indigenous reconciliation on campus and have experience working with a diverse student body. Creative, solutions-oriented, and forward-thinking, you are highly attuned to emerging post-secondary trends and technologies and are always identifying new opportunities to advance your institution.

The salary range for this position is $155,000 to $186,000.
To learn more about this opportunity, contact Katherine Frank (kfrank@kbrs.ca) or Lauren Wright (lwright@kbrs.ca). Completed applications can be submitted online at www.kbrs.ca/Career/17104.

UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute. UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productively engage with diverse communities.

In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

UPEI and KBRS will provide support in the recruitment process to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact accommodate@kbrs.ca or communicate your needs to the recruitment professional named in the job description.