



University Registrar  
*as well as*  
Executive Director, Student Recruitment and Admissions

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Established by royal charter in 1827, the University of Toronto is consistently ranked among the world's top universities. Located in Toronto—Canada's largest city—the University encompasses 18 Faculties and Schools, more than 100 departments, and 170 research centres and institutes. Its teaching programs are delivered on the historic St. George campus in the heart of Toronto's downtown, on campuses in Mississauga and Scarborough, and in nine fully affiliated teaching hospitals. With approximately 22,000 faculty and staff, 93,000 students of which 25% are international, and an annual operating budget of \$3.0 billion, the University is one of the world's largest publicly funded research-intensive universities, and contributes \$15.7 billion to the Canadian economy each year.

The University invites nominations, applications, and expressions of interest for the following two positions, University Registrar as well as Executive Director, Student Recruitment and Admissions.

## University Registrar

The University of Toronto (U of T) seeks a seasoned leader for the role of University Registrar. Dynamic and forward-thinking, and an advocate for the provision of an excellent student experience, the incumbent models such qualities as they partner with stakeholders across Canada's largest university. Reporting to the Provostial Advisor on Recruitment, Enrolment, and Educational Space & Technology in the Office of the Vice-President and Provost, the University Registrar plays an integral role in driving strategic and academic plans across the University's tri-campus system.

The University Registrar oversees a broad staff complement. Among other responsibilities, they provide leadership and advice on matters related to registration and student records management, financial aid and awards, fee assessment, access to information, and act as the official custodian of U of T's student information system. In the current education environment, where technology is leveraged heavily to meet the needs of today's learner, the University Registrar works closely with Information Technology Services on continuous improvements, systems, and automation. The University Registrar provides strong direction to registrarial service teams, and maintains a topflight, student-centric service culture.

The ideal candidate holds a Master's degree from a recognized university, and has experience in data/information analysis and decision making. Given the size and scope of the University—with a combined total of 115,000 faculty, students, and staff across its three campuses—experience in a large and complex setting is considered an asset. To be successful in the role, the University Registrar must communicate in a compelling manner—both verbally and in written form—gaining the trust and respect of colleagues as well as the student population. The incumbent has a deep and abiding commitment to equity, diversity, and inclusion in all its forms; exercises sound judgment, tact, and diplomacy in all interactions; and, has experience managing multiple, competing, and frequently changing priorities.



Consideration of candidates will commence early August 2020. Nominations, enquiries, and applications can be sent to [uoftreg@odgersberndtson.com](mailto:uoftreg@odgersberndtson.com). Interested applicants can also use the following link to submit their application (letter of interest and resume): <https://www.odgersberndtson.com/en/careers/16705>.

## Executive Director, Student Recruitment and Admissions

The University of Toronto (U of T) seeks an experienced professional for the role of Executive Director, Student Recruitment and Admissions. Formerly a portfolio linked to the position of University Registrar, after extensive internal review, and in recognition of the growing complexity of recruitment and admissions, the University has established this position to complement the role of the University Registrar and various departments throughout the institution. Reporting to the Provostial Advisor on Recruitment, Enrolment, and Educational Space & Technology in the Office of the Vice-President and Provost, this is an exciting time for a student-centric leader to join a team that takes great pride in promoting U of T's excellence throughout Canada and further afield.

To ensure a coordinated and seamless approach to providing an excellent student experience, the Executive Director works closely with a range of academic divisions and institutional units including Communications, Student Life, Planning & Budget, the Office of the Vice-President International, and the Office of the Vice-Provost Academic Programs. Among other responsibilities, the incumbent oversees the development of outreach, recruitment, marketing, and communications strategies; monitors government and education policies, both within and outside of Canada; and, acts as the trustee of student and global market data required to meet the University's yearly enrolment goals.

The ideal candidate holds a Master's degree from a recognized university, with knowledge and best practices in areas including: domestic and international enrolment management, student information systems, statistical interpretation and data analysis, marketing and outreach, and technology. Given the size and scope of the University—with a combined total of 115,000 faculty, students, and staff across its three campuses—experience in a large and complex setting is considered an asset. To be successful in the role, the Executive Director must communicate in a compelling manner—both verbally and in written form—gaining the trust and respect of colleagues as well as the student population. The incumbent has a deep and abiding commitment to equity, diversity, and inclusion in all its forms; exercises sound judgment, tact, and diplomacy in all interactions; and, has experience managing multiple, competing, and frequently changing priorities.

Consideration of candidates will commence early August 2020. Nominations, enquiries, and applications can be sent to [uoftsra@odgersberndtson.com](mailto:uoftsra@odgersberndtson.com). Interested applicants can also use the following link to submit their application (letter of interest and resume): <https://www.odgersberndtson.com/en/careers/16706>.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas. All interested applicants are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In accordance with the AODA Act, accommodation will be provided throughout the recruitment process to applicants with disabilities.