

JOB AD

Registrar, University of Windsor

The University of Windsor is searching for a new Registrar to lead the University's efforts to fulfill its strategic commitment to student success and to creating an exceptional student experience.

The University

The University of Windsor is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomi. The University is a comprehensive research and teaching institution with more than 16,000 students. Located in the heart of Canada's Border City, the University of Windsor combines excellence in teaching, research, and professional practice with a commitment to build stronger communities, treat people with respect and dignity, and address pressing societal needs.

The Role

The University Registrar is a visionary leader focused on supporting exceptional experiences at the University through creative and bold approaches to institutional systems design and management. They provide this leadership and vision while ensuring the confidentiality of personal data, accuracy of records, and appropriate and timely access to information. This includes reporting enrolment for operating funds purposes and complying with freedom of information requirements. They will also be responsible for leading the development of a contemporary data strategy in collaboration with key leaders across campus.

Reporting to the Provost, the Registrar provides strategic, systems-focused leadership to the Office of the Registrar (OTR) staff and acts as a member of the senior administrative team and an ex-officio member of University Senate. They represent the University of Windsor in several key external associations and with provincial and federal government offices.

The Registrar is accountable for effective management of student records, admissions policy and procedures, multiple systems, and reporting, while working collaboratively with multiple constituents within the University's academic and administrative community. They play a key role in recruitment and enrolment management, working closely with the Associate Vice-President, Enrolment to manage the transition of students seamlessly and strategically from recruitment to admission and throughout their relationship with the University.

The Ideal Candidate

The successful candidate will be a highly experienced and strategic leader, with outstanding communication and interpersonal skills and an open, collegial management style. They are a compassionate, caring leader with integrity. 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.

Qualifications and Experience

- Bachelor's degree, with a graduate degree considered an asset.
- Significant, progressive senior leadership experience in an academic institution ideally with a focus on several of the following: domestic and international admissions, strategic enrolment management, recruitment, records, convocation, transfer credits, accreditation, scheduling, government funding, and academic policy.
- It is critical that the next Registrar demonstrate a sustained and authentic commitment to Indigenization and decolonization; and equity, diversity, inclusion, and accessibility.
- We welcome candidates with diverse lived experiences to apply.
- Demonstrated high-level expertise in student information technology, including relational databases (i.e. student information systems, LMS), human-centred systems design, and experience leading digital upgrade projects.
- Demonstrated ability to align policies and operations with broader institutional goals.
- Experience leading, supporting, and coaching a team, and overseeing complex budgets and operations.
- High level negotiation, conflict resolution and client service skills.
- Excellent communication skills, both oral and written.

Attributes

- Capacity to thrive in a diverse environment.
- A spirit of positive restlessness – striving to innovate and seeing possibilities where others see problems.
- The ability to face challenges and to exercise integrity, flexibility, wisdom, and good judgment in meeting them.
- The ability to work collegially and effectively within a unionized environment, building strong, trusting relationships.
- An exceptional listener who prioritizes human-centred practice and acts as a steward of positive culture.
- Decisiveness combined with a facilitative style and the ability to effectively explain decisions.
- Creativity, empathy, and curiosity as a leader.
- A high energy level and the capacity to balance multiple priorities.

How to Apply

- Candidates are encouraged to submit an oral or written cover letter to tell your personal story
- Applications must include:
 - An up-to-date CV or Resume, and
 - A statement sharing your personal commitment to Indigenization and decolonization; and equity, diversity, inclusion, and accessibility (no more than 1 page).

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We are a welcoming community committed to Indigenization and decolonization; and equity, diversity, inclusion, and accessibility in our teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (women, Indigenous/Aboriginal (First Nations, Métis, Inuit) persons, racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity) are encouraged to apply and to self-identify. If you need an accommodation for any part of the application and hiring process, please contact accommodate@kbrs.ca or University of Windsor Faculty Recruitment Coordinator (recruit@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (<http://www.uwindsor.ca/ohrea>). All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The appointment begins as soon as possible. If you are interested in this opportunity, contact Debra Clinton at dclinton@kbrs.ca, Dr. Jennie Massey at jmassey@kbrs.ca, Kyle Steele at ksteele@kbrs.ca, or apply now by visiting <https://www.kbrs.ca/Career/16199>.