



VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

VICTORIA UNIVERSITY BURSAR AND CHIEF ADMINISTRATIVE OFFICER

We wish to acknowledge this land on which Victoria University in the University of Toronto operates. For thousands of years, it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

Federated with the University of Toronto, [Victoria University](#) – founded in 1836 – has earned a distinguished reputation for excellence and creativity in humanities, science, and theological education, while providing an inclusive and collegial environment within the heart of Canada’s top research university. The University comprises Victoria College, an undergraduate arts and science college of the University of Toronto, and Emmanuel College, a graduate theological college associated with the United Church of Canada. In the last two decades, Victoria University has developed a suite of signature programs which foster high-impact student engagement at both of its colleges. Its more than 45,000 alumni include some of Canada’s most recognized theologians, innovators, writers, artists, scientists, educators, and political leaders. The campus combines a mix of historical and modern buildings, located steps from the array of cultural, entertainment, and sports attractions available in diverse and vibrant Toronto.

Victoria University creates an environment where students discover how to match their distinctive talents to some of the world's most pressing issues. It is within this context that Victoria University invites nominations and applications for the role of **Bursar and Chief Administrative Officer (CAO)**, a position that will have an indelible impact on the future of the institution.

Reporting to the President—and with the highest level of operational and fiscal responsibility in the University—the Bursar and CAO is responsible for the operational success, financial and real estate planning, and stewardship of Victoria University. The Bursar and CAO is an administrative leader who provides senior-level operational and financial expertise in a not-for-profit academic context, supporting the University’s mission to provide a strong and inclusive

community, an inspiring sense of place, outstanding academic offerings, and signature learning experiences.

The Bursar and CAO is responsible for the overall operations and fiscal affairs of the University including finance; information technology; student residence, food services, and event management; infrastructure and sustainability; and, oversight of the University's investment portfolio including the endowment, pension fund, and significant revenue-generating real estate holdings.

Overseeing a varied and sizeable portfolio, the Bursar and CAO will be a relationship-focused leader delegating effectively and building high-performance teams, all the while being a strong strategic advisor to the President, Principals, senior team members, and the Board of Regents. The incumbent will also maintain effective working relationships with administrative leaders at the University of Toronto, facilitating the day-to-day operational connections between the institutions within the context of the [Federation Framework Agreement](#).

Qualifications

Among the qualifications being sought in candidates, the incoming leader must have a deep and abiding commitment to advancing reconciliation, equity, diversity, and inclusion in all its forms and must believe, intrinsically, in the importance of leading with curiosity and welcoming ideas that can later be synthesized and turned into possibility. While all candidates are encouraged to apply and, in so doing, share how they see themselves adding value to the Victoria University environment, the following credentials and/or experiences are seen as possible markers of the candidates most likely to realize success in the role: A) several years of experience in progressively senior roles related to the Bursar and CAO position, with experience working in and/or a strong appreciation for post-secondary education; B) the ability to navigate complexity and provide compelling solutions to challenges that arise within various portfolios; C) experience building relationships within a multilayered environment and, as a result, supporting the delivery of a diverse set of goals from several departments and functional areas; and D) deep strategic and technical abilities in a variety of areas connected to this position, including capital planning, finance, business operations, and governance.

How to Apply

Victoria University is committed to equity in access to employment and a diverse and inclusive workplace. The University encourages applications from racialized persons/persons of colour, women, Indigenous people, persons with disabilities,

2SLGTBQIA+ persons, and others who may contribute to the further diversification of ideas.

Victoria University is partnering with BIPOC Executive Search to ensure an applicant list that is diverse and is as intersectional as possible. **All interested applicants can send their resume to Jessa Chupik and Jason Murray by e-mailing jchupik@bipocsearch.com, or can apply through the BIPOC Executive Search mobile app.**

In accordance with the AODA Act, for applicants living with a disability accommodation will be provided throughout the search process. Should accommodations be required, please make Jessa Chupik aware by using the above address.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.
