



Deputy Registrar, Undergraduate Recruitment and Admissions

Western University invites nominations, expressions of interest, and applications for the position of Deputy Registrar, Undergraduate Recruitment and Admissions. This is an exciting opportunity to lead a dynamic area committed to providing the best student experience for potential and admitted students of Western.

Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak, and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. This land continues to be home to diverse Indigenous Peoples (First Nations, Métis, and Inuit) whom the university recognizes as contemporary stewards of the land and vital contributors of our society.

With an outstanding national reputation and an expanding international profile that ranks among the top 1% of universities worldwide, Western University sets a national standard for student experience while pushing the boundaries of teaching and learning excellence. Western's main campus community in London, Ontario is home to approximately 35,000 students — 6,200 of whom are enrolled in graduate-level programs. International enrolment includes approximately 2,900 undergraduates and 1,700 graduate students representing 128 countries. Western is a founding member of Canada's U15 and serves as a hub for more than 500 international research collaborations. During the busiest times of the academic year, more than 12,000 people work at Western, including more than 1,400 full-time faculty members and over 2,400 full-time staff.

Western's Office of the Registrar fosters a culture of student service excellence and is a key contributor to the overall student experience at Western. The Office seeks to enhance Western University's profile in Canada and on the global stage through leading strategic enrolment management practices, from the initial point of contact with prospects through to graduation and beyond. Reporting to the Registrar, the Deputy Registrar, Undergraduate Recruitment and Admissions will provide strategic vision, leadership, and overall direction in the University's recruitment and admission of more than 6,000 academically strong and diverse students each year. As a key advisor to the Provost and the

Admissions Steering Group, and a member of the leadership team of the Office of the Registrar, the Deputy Registrar will ensure successful achievement of Western's undergraduate enrolment goals and strategic plans for growth, internationalization, and diversity.

The Deputy Registrar, Recruitment and Admissions will have significant leadership experience in successfully recruiting and admitting global, diverse, and outstanding post-secondary students. Experienced in building and leading a strong collaborative team, the Deputy Registrar will have an in-depth knowledge of, and experience in, strategic enrolment management planning, principles, and strategies. A strong understanding of best practices in domestic and international marketing, communications, recruiting, and admissions is required. With advanced judgement, analytical, and problem-solving skills, the Deputy Registrar will be a strong communicator who can build positive relationships at all levels of the University.

Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous people, persons with disabilities, persons with any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process by contacting WesternDeputyRegistrar@lavernesmith.com. In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadians and Permanent Residents will be given priority.

The Search Committee will begin consideration of candidates immediately and will continue until the position is successfully filled. Applications, including curriculum vitae, a letter of introduction, and the names of three references (who will not be contacted without consent of the applicant) should be submitted, in confidence, to the university's executive search consultants:

Laverne Smith & Associates Inc.

WesternDeputyRegistrar@lavernesmith.com