



Registrar + Executive Director, Strategic Enrolment

ABOUT THE ROLE

Reporting to the Vice President, Strategy and Innovation and working collaboratively with senior academic leaders across the College, the Registrar + Executive Director Strategic Enrolment will develop and execute a transformative and comprehensive enrollment management strategy that shapes all areas of registrarial processes and services, including providing enrolment-related leadership and supports to academic policy, curriculum development, program design and architecture, admission requirements, course scheduling, and instructional space allocation. The Registrar + Executive Director, Strategic Enrolment will provide leadership for planning and development, operations, coordination and evaluation and reporting in enrolment management, recruitment, admissions, registration, scheduling, student records, student information systems, financial aid, and awards, PLAR, student accounts, convocation, assessment, academic policy, and the enrolment audit. The Registrar + Executive Director, Strategic Enrolment will work closely with ITS and will oversee a digital transformation of processes and services, including the digital mobility of student records, system integration, data analytics.

EDUCATION AND QUALIFICATIONS

- Master's degree + education in Business Administration, Higher Education Administration and/or Financial Management.
- 12+ years' experience in registrarial services, including at least 5 years in a senior registrarial role (associate/deputy registrar).
- Sound understanding of information systems structures and processes including Business Analysis and data analytics; Human Resources Management; Financial Planning and management.
- Experience working within equity and anti-oppression frameworks to support diverse students.
- Excellent presentation skills and demonstrated leadership capability, effective communicator, and team builder.
- Demonstrated ability to lead, manage change, launch and successfully manage major projects to satisfactory completion.
- Adept at planning, organizing, delegating, and evaluating work in collaboration with others.

- Able to motivate employees, establish a high-performance team and persuade and influence others to actively consider alternatives for change in order to achieve required goals or outcomes.
- Able to work collaboratively with others to develop and articulate direction and vision for the College and the Office of the Registrar.
- Working knowledge of large ERP systems (preferably Banner).

To apply for this exciting role, email a cover letter and resume to:

Patrick Rowan, Partner

Feldman Daxon Partners

45 St. Clair Ave W, Suite 700

Toronto, Ontario M4V 1K9

T: 416-515-7600 x254

E: mprowan@feldmandaxon.com

George Brown College is committed to creating and sustaining an equitable and inclusive learning and working environment. We encourage and actively seek applications from Indigenous, Black, racialized people, visible minorities, 2SLGBTQIA+ persons, all genders, and persons with disabilities. George Brown College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources representative responsible for the recruitment for this position will work with applicants requesting accommodation at any stage of the hiring process.