



## **Deputy Registrar, Systems, Planning, and Reporting George Brown College**

**George Brown College** opened its doors in 1968, welcoming just over 2,000 students. Since then, the college's full-time student population has grown to more than 27,500 full-time and over 3,000 part-time students. Further, the college provides extensive education and training to an additional 58,000 students through its continuous learning programs. Students come to George Brown College from across the Greater Toronto Area, the country, and the world to develop the skills and gain the real-world experience needed to succeed in their careers and communities. And with a mission to help students to turn learning into opportunity, the college is deeply committed to widening access and inclusion, and to cultivating an exceptional learning ecosystem to empower learners to imagine possibilities and embrace change.

The George Brown College Office of the Registrar fosters a culture of student service excellence and is a key contributor to the overall student experience at the college, working collaboratively with its partners to turn learning into opportunity. The Office seeks to enhance George Brown College's profile and prominence within the province, nationally and internationally through leading strategic enrollment management practices that promote success of the whole student -- from the initial point of contact with prospects through to graduation and beyond.

Now, on behalf of George Brown College, we are seeking a **Deputy Registrar, Systems, Planning, and Reporting**. Reporting to the Registrar + AVP, Strategic Enrollment, the Deputy Registrar, Systems, Planning, and Reporting will be an integral member of the leadership team within the Office of the Registrar. The Deputy Registrar will work to advance the college mandate, advise, and support the Registrar + AVP and other college leaders in the stewardship and implementation of enterprise level student systems, multi year plans for enrollment management, programming and academic scheduling, and business processes and innovations within the Office of the Registrar. The Deputy Registrar will be expected to lead a managerial and employee complement within the Office of the Registrar of 3 leadership roles and 25 employees, ensuring a principled, collaborative, and supportive workplace culture. Further, the Deputy Registrar will be responsible for providing coverage and contingency planning support for the Registrar as their primary stand in support in their absence, with delegated authority over the entire Office of the Registrar as needed.

### **KEY DUTIES**

The Deputy Registrar will provide leadership and hold primary accountability for the following functional areas within the Office of the Registrar:

#### ***Enrollment Planning, Reporting & Audit, Including In-Cycle Enrollment Yield Reporting and Tracking***

- Working to support advancement of the goals of the Office, the Registrar + AVP, and the college leadership and chairs, the Deputy Registrar is expected to lead the Enrolment Planning, Reporting & Audit team and develop and deliver a three-year enrolment plan. The incumbent is also expected to operationalize and steward the government compliance reporting needs for the entire college.

#### ***Academic Program Planning & Scheduling***

- The Deputy Registrar will oversee the Academic Program Planning & Scheduling team which will include developing and delivering the academic program and scheduling plans across three terms,

impacting the entire college. In this role, the Deputy Registrar will direct the post-secondary registration cycles and term start-up system related activities and ensure delivery of the strategic enrollment and student support needs for the entire college.

### ***Business Process Integration & Student Systems***

- The Deputy Registrar will develop and maintain the Development Roadmap for the Office of the Registrar and serve as the college contact for all student service system integration points and systems in collaboration with the Finance and Information technology departmental managers and employees. This will involve budget planning, collaboration and coordination with the college's central information technology department, assessment of enterprise and local level student service systems, business case development, prioritization, and strategic implementation of change management strategies. In this role, the Deputy Registrar will identify, develop, oversee, and implement enterprise system level student service systems that align with the college's overall strategic vision for supporting learners.

The Deputy Registrar will also serve as the college institutional contact for external partners including large scale student system providers and vendors, government and other third parties as these relate directly to the above three core functional areas.

### **IDEAL CANDIDATE SKILLS & EXPERIENCES**

- Graduate level training, preferably a Master's in Business Administration, Information technology, Project Management, or related field
- A minimum, of 8 to 10 years' experience in a similar role, preferably in a multi-campus post secondary education environment
- Significant leadership experience in successfully delivering modernized system infrastructures and academic supports for a global and diverse cohort of post-secondary students in a complex institutional context
- In-depth knowledge of, and expertise in, strategic enrollment management planning, principles, and strategies.
- In-depth knowledge and experience of registrar operations
- Experienced in building and leading a strong collaborative team
- Possess a strong understanding of best practices in strategic enrollment management and reporting, program planning, academic scheduling, system infrastructures, and business process improvement.
- Function as a primary support to the Registrar + Assistant Vice President, Enrollment Management,
- Represent the office professionally with a focus on building positive relationships at all levels of the college.
- Maturity to approach business analysis and problems solving within a creative, flexible, and sound methodology. To separate complex planning problems into smaller pieces in a systematic way and to identify cause and effect relationships, assumptions, and the potential result of possible solutions. To analyse the pros and cons of information technology options, implementation strategy and potential impact in a proactive manner.
- Experience in budget and fiscal management
- Highly motivated and able to function in a high volume, stressful environments
- Demonstrated superior oral/written communications and strong presentation skills
- Ability to promote change management within an organization.
- Proven skills in building working relationships both internally and externally.
- Project/operational management, organizational development, time management skills

If you are intrigued and invigorated by the details of this opportunity to bring your experience to a key role with George Brown College, we would love to have a conversation.

To express interest in this opportunity please apply online by clicking:

<https://meridiarecruitment.ca/Career/15967>

For more information about this exciting opportunity please contact Mark Gillis, Senior Consultant, at mgillis@kbrs.ca. If you require accommodation to participate in the recruitment process, please let Mark know.

*Meridia Recruitment and George Brown College invite applications from all qualified individuals; however, Canadians and permanent residents will be given priority. George Brown College is committed to employment equity and diversity in the workplace and welcomes applications from First Nations and Aboriginal people, African Canadians, persons with disabilities, visible minorities, women, and persons of any minority sexual orientation or gender identity. Consistent with the principles of employment equity, the primary criterion for appointment to a position is qualifications and professional excellence.*

*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). George Brown College will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.*