Memorial University of Newfoundland

University Registrar

Memorial University’s next University Registrar will lead the transformation of student recruitment, enrolment, and registration supporting excellence in student experience, enhanced student retention and success, and realization of the strategic enrolment goals of the University. As an innovative leader with a broad understanding of the university enrolment context, this exciting opportunity to have an impact across the student-life cycle and with colleagues from across the University’s multi-site campus could be the right move for you.

Strategic and collegial, the Registrar plays an integral role in the University, developing a bold vision and leading and managing progressive programs and services for strategic enrolment management and student recruitment, academic policy development and administration, and a full range of registrarial functions. Reporting to the Deputy Provost (Students) & Associate Vice-President (Academic), Undergraduate Studies and leading a dedicated team of some 80 professional and administrative staff, you are accountable for strategic planning, budgeting, human resource management, policy and procedural development, and systems implementation, evolution, and oversight for the Office of the University Registrar. Serving as Secretariat of the University Senate, you are a key advisor and contributor to academic program planning and policy.

As the ideal candidate, you are an energetic leader with a record of accomplishment in academic administration and/or university service. You are student-focused, service-oriented, and bring a systems-thinking approach and an understanding of technology-enablement to developing and leading change. You have a graduate degree, experience in advancing strategic marketing, recruitment and retention initiatives, and in academic policy development and administration. Your fiscal acumen partnered with persuasion and influence skills enable you to work effectively in a complex, multi-stakeholder environment where responsible accountability for fiscal resources is essential. Collegial and collaborative, you build strong relationships and develop high-performing teams by engaging in active listening, communicating effectively, and earning trust.

Founded in 1925, Memorial University is Newfoundland and Labrador’s only university and plays an integral role in the educational, economic, and cultural life of the province. One of Canada’s most distinguished post-secondary institutions, Memorial is a multi-campus, multi-disciplinary, public teaching/research university, and welcomes students and scholars from Newfoundland & Labrador and all over the world. Memorial’s community comprises nearly 85,000 alumni who are active alumni throughout the world, almost 18,500 students, and employs more than 5,000 faculty, staff, and students. As an inclusive community dedicated to innovation and excellence, Memorial holds the principles of collaboration and relationship-building at its core. For more information on Memorial, please visit www.mun.ca.

If you’re interested in this exciting opportunity, contact Anna Stuart or Jason Ozon at 902.421.9849 or email at jozon@kbrs.ca or submit your application online at: www.kbrs.ca/Careers/11724

Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.