Invites applications for the following position(s):

**COMPETITION NUMBER: 394**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**ASSOCIATE REGISTRAR, INFORMATION, RECORDS AND REGISTRAR, GRADE 14**

**REGISTRAR STUDENT ENROLLMENT**

**POSITION NUMBER: 101236**

**POSITION OUTLINE:**

The Associate Registrar, Information, Records & Registration Services is a senior member of the Registrar & Student Enrollment leadership team and is responsible for providing strategic leadership and direction to the Information, Records & Registration Services unit: Registrar & Information Services (Burnaby, Surrey and Vancouver), Records & Registration, Schedules, SIMS Help, and U-Pass. The Associate Registrar is responsible for the overall conceptualization, development, delivery, and assessment of the unit's programs and services at all campuses and establishment of relevant policies, practices and standards in support of University strategic priorities, including strategic enrollment management goals. On undergraduate student enrollment-related matters, the position provides policy advice, and, on behalf of the Registrar and relevant Senate committees, provides leadership to policy review, revision, and development. The Associate Registrar contributes to the overall leadership of the Student Enrollment division and Student Services by participating on various University-wide committees; acting as the designate for the Registrar on University and Senate committees; representing SFU on various Registrarial related provincial, national and international committees; and collaborating with key stakeholders and senior administrators across Student Services and the University. The Associate Registrar is responsible for providing leadership to the development and management of enterprise wide student information systems and other student enrollment-related IT applications and solutions on behalf of Student Services. In keeping with University policies, the position ensures the maintenance, security, and overall integrity of undergraduate student academic records and compliance with external reporting requirements for relevant student enrollment information. The Associate Registrar oversees training for the University community on administrative systems and policies related to student enrollment; ensures optimization of class and exam schedules and collaborates with stakeholders to manage and enhance classroom resources. The position is responsible for the management of all aspects of the unit's operations, administration, budget, human resources and for ensuring the effective use of resources and the quality and contributions of staff and associates in alignment with the unit’s objectives. This position also collaborates and consults on budget, initiatives, and service expectations and standards with the Vancouver and Surrey Campus Executive Directors.

**QUALIFICATIONS:**

- Master's degree and eight years of management experience that includes experience in post-secondary Registrar's Office or equivalent combination of education, training, and experience.
- Excellent planning, organizational and administrative skills.
- Excellent leadership, interpersonal, communication, judgment, and human resource management skills.
- Excellent skills in managing significant budgets.
- Excellent analytical, problem-solving skills and conflict resolution skills.
- Excellent knowledge of, and ability to interpret and apply, complex policies and regulations.
- Current knowledge of issues, literature and best practices in the area of strategic enrollment management.
- Skilled in engineering business processes and the design, development and delivery of training programs.
- Excellent understanding of information systems and technologies related to student enrollment.
- Ability to arrange suitable transportation to various work locations.

**SALARY RANGE:**

$92,498 to $110,457 per annum

**START DATE:**

September 1, 2017

A detailed resume and cover letter quoting Competition #394 must be received in our office by 4:30 pm on August 2, 2017, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)