Assistant Registrar - Admissions

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Professional and Managerial Group

Assistant Registrar - Admissions

Office of Registrarial Services

Hiring #: 2021-0220

Please read the [Application Instructions](https://www.uoguelph.ca/hr) before applying

Reporting to the Associate Registrar – Admission Services, the Assistant Registrar – Admissions is responsible for providing University-wide strategic and operational expertise and leadership in the context of undergraduate admission. The incumbent is responsible for all aspects of the management and administration of student admission to Undergraduate Degree Programs and Associate Diplomas at the University of Guelph, including all entering students (first time, first year, advanced standing, mature, etc.). The Assistant Registrar plays a crucial role in the University reaching its institutional goals in recruitment, admission, enrolment, and retention, and by extension its financial goals and responsibilities.

The Assistant Registrar - Admissions will be responsible for processing and executing admission decisions for all semester one applicants and the adjudication of advanced standing applications; reviewing, interpreting, recommending, developing, and implementing admission policies, processes and strategies; and reviewing, developing and maintaining integrated information and admission systems, in collaboration with Computing and Communication Services. The incumbent will provide leadership and supervision to professional and support staff in a multi-faceted, time-sensitive environment; counsel current and prospective Canadian and International students; advise on a wide range of admission related activities/topics, including requirements and procedures for admission, special admission consideration, transition to university study, career opportunities, interpretation of University policies and procedures; and serve as a consultant to senior management, Associate Deans – Academic, Program Counsellors and members of faculty on all aspects of admission policies and procedures. The Assistant Registrar will represent the University to all internal and external stakeholders related to domestic undergraduate admission and participate in related committees; monitor and respond to changes and trends within the secondary and post-secondary admission landscape; support the development and execution of admission-related marketing and communications, and participate in recruitment events and programs on- and off-campus.

Requirements of the position include:

- Undergraduate degree (master’s degree preferred) with several years of progressive and demonstrated experience in post-secondary admission adjudication/assessment, or other related/relevant administrative experience in a university setting, or an equivalent combination of education and experience;
- Ability to work under pressure in a time-sensitive, complex environment, while providing the highest level of detail and accuracy, is essential;
- Excellent written and verbal communication skills;
- Excellent organizational skills and multi-tasking ability;
- Exceptional leadership, management, interpersonal and networking skills;
- Proven supervisory experience and ability to hire, train and motivate staff is essential;
- Strategic planning, critical thinking, analytical, and problem-solving skills;
- Professional judgement, tact, diplomacy;
- Flexibility and ability to act independently;
- In-depth knowledge of secondary and post-secondary education systems in Canada
- Strong technological skills including proficiency in Word, Excel, Access, student information systems (SIS), and customer relationship management (CRM);
- Experience working with Colleague is an asset;
Experience in an electronic workflow and document imaging environment is an asset;
A valid, full G - Ontario driver's license is required;
Occasional work and travel during evenings and weekends for recruitment activities is also required.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number 442-009
Classification P07
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 05 17
Closing Date: 2021 05 25

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/assistant-registrar-admissions

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[4] https://www.uoguelph.ca/hr/page-category/current-opportunity