



University College of the North

Registrar Opportunity!

Experience the North with a career at UCN!

University College of the North (UCN) is building better futures for a stronger North, providing learning opportunities to northern communities and its people. Committed to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed, UCN offers a generous Total Compensation package with health benefits, excellent pension plan, and the opportunity for personal and professional growth. With main campuses nestled in the northern communities of The Pas and Thompson Manitoba, you will find an unparalleled northern spirit in the people who live and work there!

The Opportunity

A member of UCN's Senior Academic Leadership Team and the Strategic Leadership Team, the Registrar provides vision, strategic and operational leadership to the Enrolment Services Department. Reporting to the Vice-President Academic and Research, the Registrar is responsible for creating an environment that facilitates efficient and effective services, processes, policies, and systems that support the acceptance, admission and registration of students. The Registrar is UCN's official who ensures the integrity of student academic records, compliance with relevant legislation, standards, and policies and is the authorized student records keeper and transcript signatory. Playing a key role in student success, the Registrar contributes to reconciliation with Indigenous Peoples.

Key Responsibilities

- Provide overall leadership for Enrolment Services, foster a service-oriented environment, develop strategies to promote Enrolment Services, and represent UCN on internal and external committees.
- Develop, implement and maintain adherence to policies and processes in the areas of academic advising, assessment, admission, registration, and the maintenance and integrity of student records.
- Act as a guide, technical expert, change advocate, supporter and implementer of best practices for Enrolment Services.
- Appraise and evaluate transfer credit applications including the evaluation of transcripts, posting credit and transfer credit rules.
- Responsible for the development, maintenance and timely production of the annual UCN Academic Calendar ensuring that course offering information is current.
- Make certain that graduation standards are met and chair UCN's Awards and Convocation Committees.
- Responsible for recruitment, retention strategies, onboarding, offboarding, training and development, performance management and succession planning for Enrolment Services.
- Maintain a respectful, safe and healthy workplace that promotes diversity, inclusion, innovation, learning and continuous improvement.
- Manage fiscal affairs and budget development that aligns with department initiatives.
- Liaise with Registrars of other post-secondary institutions.

Selection Criteria

- Bachelor's degree. An equivalent combination of education and experience may be considered.
- Experience with enrolment services including admissions, registration, student records, and academic advising.
- Experience aligning academic, operational, and administrative policies with broader institutional goals.
- Tech-savvy leader with experience related to student information technology, ERP systems, digital advancement and integration.
- Academic institution leadership experience with supervisory, operational, and administrative duties.
- Experience planning and overseeing complex budgets.
- Leadership experience and well-developed leadership skills, enhanced by effective oral and written communication skills.
- Experience leading, supporting, and coaching a team including onboarding, coaching performance and resolving issues related to customer service.
- Experience and/or knowledge and understanding of Indigenous cultures.
- Commitment to life-long learning.

To apply in confidence, send a resume and cover letter to Jen@harrisleadership.com quoting project number #24107