



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

Reporting to the Vice-President Academic and Research, the Registrar is responsible for advancing UCN's strategic and academic plans and champions services, processes, policies, and systems that support the efficient and effective acceptance, admission, and registration of students; maintains accurate student records including grades and transcripts; finalizes classroom schedules; directs graduation audits and elements of convocation; and contributes to the success of a diverse student body. The Registrar leads and measures the Registrar' Office activities and closely collaborates with other UCN divisions to advance and enhance student experience and performs a lead role in representing UCN in the community.

Key Responsibilities include:

- Provide strong leadership, developmental guidance, and support to the Office of the Registrar.
- Strategic leadership, management, supervision, planning and effective communication with all areas of the UCN as well as with external agencies, partners, and other post-secondary institutions.
- Oversee non-academic student activities at all UCN delivery sites: Academic Advising, Assessment Services, and Enrolment Services (admissions, registration, and student records).
- Prepare, administer, and control a complex budget by monitoring and allocating expenditures.
- Provide responsive services that contribute to reconciliation and indigenization.
- Develop effective strategies for the promotion of the Enrolment Services programs and services.
- Interpret and adapt policies into efficient and effective processes and procedures.
- Develop processes and implement the Academic Advising, Assessment, admission, registration, and student records areas related policies for UCN.
- Collect, interpret, and report relevant information to assist managers and external partners as required.
- Develop and implement short and long-term goals for the Enrolment Services division.
- Organize and execute convocation ceremonies.

Selection Criteria include:

- Bachelor's degree and previous experience with enrolment services, including admissions, registration, student records, and academic advising.
- Experience aligning academic, operational, and administrative policies with broader institutional goals.
- Academic institution leadership experience with supervisory, operational, and administrative duties.
- Strong leadership as well as oral and written communication skills.
- Experience and/or knowledge and understanding of Indigenous cultures.
- Tech-savvy leader with experience related to student information technology, ERP systems and digital advancement and integration.
- Experience planning and overseeing of complex budgets.
- Experience leading, supporting, and coaching a team including hiring, orienting, and coaching performance and resolving issues related to customer service.

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