

# Draft Advertisement Content



## **Assistant Vice President, Enrolment Services & Registrar – Wilfrid Laurier University**

Wilfrid Laurier University is seeking an inspiring, strategic and collaborative leader for the position of **Assistant Vice President, Enrolment Services & Registrar**.

*Wilfrid Laurier University and its campuses are located on the Haldimand tract, traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples. This land is part of the Dish with One Spoon Treaty between the Haudenosaunee and Anishinaabe peoples and symbolizes the agreement to share, protect our resources and not to engage in conflict.*

Wilfrid Laurier University is a leading multi-campus university that excels at inspiring lives of leadership and purpose. Through its exceptional employees, students, researchers, leaders, and educators, Laurier has built a reputation as a world-class institution known for its rich student experience, academic excellence, and global impact. With a commitment to Indigenization and commitment to equity, diversity, inclusion, Laurier's thriving community has a place for everyone. Laurier specializes in arts and social sciences, business and economics, music, science, social work, education, and theology. The University has over 20,000 students and 2,100 faculty and staff across campuses in Waterloo and Brantford, as well locations in Kitchener and Milton.

Laurier has been ranked highly in student satisfaction, thanks in no small part to its unique community-centered culture. From day one, students feel welcomed and find their place in the many faculties, clubs, teams, and associations Laurier has to offer. Students build supportive and collaborative relationships with faculty and staff, as well as lasting connections to the communities in which they live, learn and work.

### **The Position**

The **Assistant Vice President, Enrolment Services & Registrar** (AVP:ES&R) plays a pivotal leadership role both internally and externally to Wilfrid Laurier University. Under the direction of the Provost & Vice President Academic, the AVP:ES&R will plan and manage the operations of key staff areas that support the academic operations of the university. The AVP:ES&R is an integral member of the senior academic leadership team at the university and a key member of the Strategic Enrolment Management Committee.

The position plays a key role in setting, guiding and advocating for the overall strategic direction of enrolment management and liaising between services, the rest of the university, and the Provost and Deans. As an ex-officio member of the University Senate, the AVP:ES&R acts as the chief enrolment reporting officer, providing input into policy and procedural deliberations and ensures that university and Faculty policies related to student admission and academic progression and graduation are fairly and appropriately reflected in administrative systems and procedures. This position is a key driver and leader of Strategic Enrolment Management initiatives across the university. At provincial and university system levels, the AVP:ES&R is responsible for interpreting and presenting university positions and points of view in deliberations on a broad range of matters relating to the interface between secondary school and university sectors, between universities provincially, nationally, and globally, between university and college sectors, and between the university and government sector. The AVP:ES&R has a university-wide mandate, and provides leadership in a multi-campus environment, requiring regular interaction,

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communication and collaboration with staff and stakeholders across all campuses and locations, and with external partners.

### The Ideal Candidate

As the ideal candidate for this position, you possess a post-secondary degree (Master's or other post-graduate degree preferred), with a strong trajectory of progressive and related leadership experience in a complex educational environment. Experience in post-secondary recruitment and admissions is essential, and experience in registrarial (or related) services, data, policies, systems and internationalization activities is preferred. You have a record of success informing creative and novel strategies to provide access to an organization, like Laurier, to a Canadian and international audience within an increasingly competitive, global market for students.

As a leader, you are an experienced and systems-focused change agent with a record of leading organizational and cultural transformation and driving modernization and performance excellence in an ever-evolving service-focused environment. You are an engaging and respected relationship builder who has demonstrated success working in close partnership within a multi-stakeholder and multi-campus environment. As a strategic and innovative leader, you can credibly conceptualize, develop, promote and deliver on a focused and contemporary vision for Registrarial and enrolment services at Laurier. You take an entrepreneurial and evidence-based approach to decision making and value the use of data analytics to effectively inform strategies and projections. You have demonstrated commitment to advancing principles of equity, diversity, inclusion, and Indigenization and strive to create a safe, positive, equitable and inclusive work environment based on the University's values. You work genuinely to build capacity, and mentor a strong team around you that can expertly manage their portfolios, so you can focus on broader, strategic global challenges.

**If you are interested in this opportunity, contact Katherine Frank at [kfrank@kbrs.ca](mailto:kfrank@kbrs.ca) or Lauren Wright at [lwright@kbrs.ca](mailto:lwright@kbrs.ca). Completed applications can be submitted online at <http://www.kbrs.ca/Career/17810>.**

*Wilfrid Laurier University endeavors to fill positions with qualified candidates who have a combination of education, experience, skills and abilities to successfully perform the duties of the position while demonstrating Laurier's Employee Success Factors. All qualified applicants are encouraged to apply; however, Canadians and permanent residents will be given priority.*

*Equity, diversity and creating a culture of inclusion are part of Laurier's core values and central to the Laurier Strategy. Laurier is committed to increasing the diversity of faculty and staff and welcomes applications from candidates who identify as Indigenous, racialized, having disabilities, and from persons of any minority sexual and gender identities. Indigenous candidates who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Office of Indigenous Initiatives. Candidates from other equity deserving groups who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact Equity & Accessibility.*

*Candidates can request to complete an Applicant Equity Survey to identify if they belong with one or more of the federally designated groups (more broadly referred to at Laurier as equity seeking groups). Members of the designated groups must self-identify to be considered for employment equity. Further information on the equity policy can be found at: <https://www.wlu.ca/about/governance/assets/resources/8.4-employment-equity.html>.*

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*Wilfrid Laurier University and KBRS will provide support in the recruitment process to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact [accommodate@kbrs.ca](mailto:accommodate@kbrs.ca) or communicate your needs to the recruitment professional named in the job description.*