

Advertisement Content



University Registrar – Algoma University

Algoma University campuses are located on the traditional lands of the Anishinaabek, the Mississaugas of the Credit, and the Mushkegowuk Cree, as well as hereditary lands of the Métis Nation. Algoma University was originally established in Sault Ste. Marie in 1965 as Algoma University College and became an independent University in 2008. Algoma is a growing and innovative institution with a dual Special Mission to serve as a teaching-oriented university while cultivating cross-cultural learning between Indigenous and non-Indigenous communities. The University currently provides students with rich learning and research opportunities in a range of liberal arts, sciences and professional disciplines. The University offers countless opportunities for students to learn inside and outside of the classroom. Experiential learning and student research opportunities are critical elements of Algoma’s approach, helping students apply what they learn in “real world” settings.

With campuses located in Sault Ste. Marie, Brampton and Timmins, the tri-campus model that has emerged at Algoma University leverages the unique strengths, opportunities and broader community needs of each geographic location.

Algoma University is committed to being a welcoming, inclusive, safe, and respectful learning community; one that values the opportunities to learn from and with students, staff and visitors from all parts of the world. Currently, Algoma University is home to over 6,000 students representing over 50 different countries, more than 250 full-time and part-time faculty and over 170 support staff and administrative personnel.

Based at either the Sault Ste. Marie campus or the Brampton campus and reporting to the Vice President, Academic & Research, the University Registrar provides a student-centric service in collaboration with cognate units by supporting current and prospective graduate and undergraduate students through the student life cycle. The University Registrar is responsible for providing strategic direction to staff and continuous improvement of systems to ensure the effective and efficient operation of the Office of the Registrar, including domestic and international admissions, registration, financial aid, transfer credit, faculty, student, course and examinations scheduling, graduation, Ministry reporting, academic calendar, and graduation. The University Registrar and Registrar’s Office in general, is expected to work closely with faculty members, Department Chairs, and Deans to ensure smooth functioning of the registrarial activities of the university. The University Registrar develops and maintains policies and procedures to ensure they adhere to the institution’s equity, diversity and inclusion commitments and the integrity of the University’s academic and student record keeping and participates as a member of the University Senate committee.

As the ideal candidate you will hold a Master’s Degree in a relevant field and ten (10) years of related experience in an academic setting, or an equivalent combination of education, training, skills and experience. You have leadership experience overseeing staff to manage complex records, systems, and databases, and have demonstrated success in the implementation of business processes and customer service. As a highly collaborative leader, you have demonstrated the ability to work across faculties, academic and administrative units, and campuses to build consensus and generate results in collaboration with others. You are a dynamic and future-focused leader that understands the multi-stakeholder context of an academic setting and has demonstrated success dealing with the needs of a diverse student body. As a leader with a student-centric approach, you constantly seek new ways to

better address student needs. You lead by example and have a strong commitment to increasing accessibility, equity and diversity, and strive to create a safe, positive, and inclusive environment based on the University's values. You are a data-informed decision maker, adept at leveraging and sharing institutional data and key metrics to make evidenced based decisions.

If you're interested in this opportunity, contact Katherine Frank at kfrank@kbrs.ca or Abbey MacLeod at amacleod@kbrs.ca, or submit your application online at: www.kbrs.ca/Career/18111

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified candidates from equity-seeking groups, (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons) who may contribute to further diversification of our Institution. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate, as a condition of employment, will be required to provide a Police Vulnerable Sector Check.

Algoma University and KBRS will provide support in its recruitment processes 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 or communicate your needs to the recruitment professional named below.