



**Huron University College invites applications for the position of:**

## **REGISTRAR**

Established in 1863, Huron University College is the founding college of Western University and offers liberal arts and theological programs. Huron is distinguished by its small classes and teaching excellence in a personal, supportive community. Huron is committed to providing its students with an engaging and inspiring educational experience that gives them a distinct advantage throughout their entire lives, and challenges them to be leaders with heart.

### **SUMMARY**

A key member of the leadership team and Huron community, the Registrar will direct academic advising, registration, records and privacy practices, graduation, exams, scheduling, and collection and analysis of institutional data at Huron. The Registrar will work with, and lead a team of professionals all committed to fostering a supportive and accessible community focused on the academic success of Huron students.

The Registrar ensures that the activities of the office enable Huron to meet its mission and vision, and provides high quality, effective and responsive student focused services to the Huron community. The position is also responsible for the development, implementation and administration of academic, registration, and admissions policies and procedures. The Registrar is responsible for oversight and leadership regarding a broad range of strategic institutional research functions to support academic planning and strategic enrolment management at Huron.

The Registrar will report to the Provost & Dean, Faculty of Arts and Social Science and will work closely and collaboratively with other members of the senior leadership team.

### **QUALIFICATIONS**

- A graduate degree from an accredited institution with a focus on Education or a related discipline is preferred.
- Five (5) years relevant professional experience in a similar role at a University or College with progressive levels of responsibility.
- A strong understanding, and appreciation of the mission of a liberal arts university such as Huron.
- Working knowledge of course/program requirements, and services available to students at Huron, as well as Western University and King's and Brescia University Colleges would be considered an asset.
- Expert knowledge and understanding of university academic rules and regulations and the impact on students related to course/program registration and graduation.

- Advanced ability to analyze, prepare, and communicate institutional statistical data reports to a variety of internal and external stakeholders and to make evidenced based recommendations regarding Huron's policies, processes, courses and program offerings.
- Committed to working collaboratively with faculty, students and staff to enhance and support the student learning experience at Huron.
- Demonstrated proficiency related to budgeting / financial planning, including the ability to prioritize and allocate resources.
- A flexible and adaptable working style to organize, prioritize and manage multiple tasks and competing deadlines.
- Demonstrated judgement and problem solving capabilities with a high degree of integrity, ethics, confidentiality and dedication to the mission and vision of Huron.
- High level of cultural competence, values, ethics, and principles that align with the Huron community and culture.
- Well-honed and developed interpersonal skills to represent Huron professionally.
- Exceptional oral and written communication skills.

Consideration of applications will begin **Monday April, 24, 2017**, and continue until position is filled. Letters of application and a current curriculum vitae, including three references (who will not be contacted without permission of the candidate), should be submitted in confidence to:

Justin Henry  
Director, Human Resources  
Huron University College  
1349 Western Road  
London, ON, N6G 1H3  
Fax: 519-438-4309  
[jhenry56@huron.uwo.ca](mailto:jhenry56@huron.uwo.ca)

Huron University College values its place in an interconnected world and desires to reflect this value, acknowledging our responsibility to strive towards a diverse and equitable employment and educational environment that recognizes the inherent worth and dignity of every person. We welcome applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation, gender identity, or gender expression.

Applications from all qualified individuals are invited; however, Canadian citizens and permanent residents will be given hiring priority. We thank all applicants for their interest, only those selected to proceed in the competition will be contacted. Should you require accommodation in making an application please contact Huron at 519-438-7224 or at the email address above.