



UNIVERSITY OF  
**ST. MICHAEL'S COLLEGE**  
IN THE UNIVERSITY OF TORONTO

The University of St. Michael's College  
invites applications for the position of Director of Student Services & Registrar

Federated with the University of Toronto, the University of St. Michael's College ("USMC") is a Catholic institution of higher learning founded by the Basilian Fathers in 1852 at the invitation of the Archbishop of Toronto and expanded by cooperation with the Sisters of St. Joseph and the Sisters of Loretto. USMC is made up of an undergraduate College within the University of Toronto (the "College") that enrolls students in Faculty of Arts and Science programs and also directly sponsors four of those programs — Christianity and Culture, Book and Media Studies, Celtic Studies, and Medieval Studies — and a graduate Faculty of Theology, one of the largest theological schools in North America. St. Michael's seeks to offer an exceptional educational experience and offers a close-knit community which is sustained by its cosmopolitan Catholic identity while welcoming people of all backgrounds. USMC has an undergraduate population of 5000 students, a Graduate Division with a student body of 300, and 28,000 active and proud alumni.

Reporting to the Principal & Vice-President, the Director of Student Services & Registrar (the "Director") is responsible for developing and delivering registrarial and student services to the USMC's undergraduate students, who are also students in the Faculty of Arts and Science of the University of Toronto, in accordance with USMC and the University of Toronto policies. The Director provides leadership and expertise in support of the College's enrolment planning and management goals and for attainment of recruitment and retention objectives in alignment with USMC's mission and values. The Director is also responsible for serving as a liaison and contact point with the Faculty Registrar of the Faculty of Arts and Science at the University of Toronto and the University Registrar.

The Director is accountable for the efficient and effective management of all aspects of the Office of Student Services and Registrar including personal and financial counselling, student services, admissions and awards, registration and course enrolment, petitions and appeals, records management, academic reporting and certification, transcripts, promotions and publications, academic, developing administrative policies and/or procedures and providing supervision to all staff within the department in order to provide an outstanding student experience. The incumbent will participate as a member of the senior management group in setting strategic direction and future developments for USMC. The Director advises the President and the Principal & Vice-President on College affairs and on University of Toronto and Faculty of Arts and Science administrative policies, procedures and initiatives. The Director serves as Secretary of the USMC Senate.

The successful candidate will have a Graduate degree (or equivalent combination of education and experience) with 5 – 10 years' experience at a senior level in a student service or registrarial

capacity within a university, college or related setting. A diverse skill-set is required including excellent written and verbal communication skills; presentation skills; and organizational and leadership skills. The successful candidate will have an understanding and appreciation for the mission of a Catholic University; ability to understand and articulate USMC's values, and work collaboratively with faculty, administration, students, alumni and University of Toronto; management leadership experience and supervision of staff; and in-depth knowledge of Ontario and Canadian post-secondary education systems, governance and policies. Candidates must have demonstrated experience in strategic planning and enrolment; organizational and operational planning; systems management; developing policies and procedures; and problem solving and facilitation in resolution of issues related to student enrolment, admissions and fees.

Interested candidates are invited to apply by email to [hr.stmikes@utoronto.ca](mailto:hr.stmikes@utoronto.ca) by March 30, 2017. Review of applications will commence in April 2017.

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact Human Resources at 416-926-7118 or [hr.stmikes@utoronto.ca](mailto:hr.stmikes@utoronto.ca).*