



University Registrar Memorial University of Newfoundland and Labrador

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

Memorial University of Newfoundland and Labrador – Newfoundland and Labrador's University – is one of the largest postsecondary institutions in Atlantic Canada with more than 20,000 students from over 115 countries, approximately 3,700 faculty and staff spread across all campuses, and a global network of over 100,000 accomplished alumni. Memorial University plays an unparalleled role in the social, cultural, scientific, and economic development of Newfoundland and Labrador, while also enjoying national and global impact and a commitment to Indigenous students and peoples, as well as the international students that join its vibrant community. Memorial is home to 19 faculties and schools offering more than 100 degree programs of international distinction across the humanities and social sciences, health disciplines, sciences, fine arts, education and business. In an environment that fosters innovation and creativity, equity and diversity, Memorial University's multi-campus system includes the St. John's Campus, the Fisheries and Marine Institute, the Labrador Campus, the Signal Hill Campus, the Grenfell Campus, and the Harlow Campus, located in Essex, England. For more information on Memorial University, please visit www.mun.ca

Memorial University seeks a student-centered, dynamic, forward-thinking, and seasoned leader for the role of University Registrar. Reporting to the Provost and Vice-President (Academic) and working in collaboration with colleagues across the University's faculties and schools, the Grenfell campus and the Marine Institute, the incumbent is a subject matter expert, advocate, and service provider for Memorial University's multi-campus registrarial services.

The University Registrar plays an integral role in providing an excellent student-centric service culture by supporting current and prospective graduate and undergraduate students through the entire student life cycle, including student recruitment, undergraduate admissions, academic advising, undergraduate awards, financial aid, registration and records, student systems, academic scheduling, calendar and academic policy, grading and exams, certification of graduation, institutional reporting, and communications. The University Registrar will drive and operationalize Memorial University's vision of strategic, diversified growth in an increasingly competitive student talent market, and serve as an adviser to senior leadership on policy and planning decisions in alignment with academic divisions and the University's five-year strategic plan, 'Transforming our Horizons'. Among other responsibilities, the University Registrar provides strategic direction to a broad staff complement, leads the development and continuous improvement of systems to support the office's functions, and is the official custodian of student academic records and Memorial University's student information system.

The ideal candidate holds a Master's degree in a relevant field – or an equivalent combination of education and experience – and has leadership experience in registrarial or enrolment management positions gained in a large,





complex higher education institution, business, or non-profit organization. They will bring experience in data governance, information analysis and strategic, data-driven decision-making, and the ability to provide visionary leadership to a dynamic team. To be successful in the role, the University Registrar must be an outstanding communicator and collaborator to engage with colleagues and students to build their trust and respect; possess a deep commitment to supporting teaching and learning and promoting equity, diversity, inclusion, Indigenization and accessibility in all registrarial services and academic policy; exercise sound judgement, tact, and diplomacy in all interactions; stay current with best practices; and, manage competing priorities.

Consideration of candidates will begin in March 2022 and continue until the position is filled. Nominations and/or applications should be submitted, in confidence, to Gerri Woodford or Krutika Hotwani at munregistrar@odgersberndtson.com.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities/racialized people; and people with disabilities.

Memorial University and Odgers Berndtson respect people's different needs and therefore will take all reasonable steps to ensure accommodation for applicants during the process. If you require accommodation to participate in the recruitment process, please inform Odgers Berndtson.

