Ryerson University, University Registrar

"Toronto is in the ‘Dish With One Spoon Territory’. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect."

Fueled by innovation and creativity, a culture of entrepreneurship and discovery, and a commitment to social justice and global impact, Ryerson University is at the forefront of connecting education with real-world knowledge. An institution that continually unlocks the potential within its community and that models advocacy for positive change, Ryerson continually reinvents itself to evolve with the needs of today’s learners to build a brighter future. As exhibited in its commitment to renaming the institution, Ryerson is culture in action.

Located in the heart of Toronto, Ontario—one of the most culturally vibrant cities in the world—Ryerson is the fourth largest academic institution in Canada and is made up of a community that continues to trailblaze. Home to approximately 46,000 students (including 2,900 master's and PhD students), 4,000 faculty and staff, and 200,000+ alumni worldwide, Ryerson has built a reputation for engaging local and global communities to serve the public good. With its establishment of the Lincoln Alexander School of Law, a School of Medicine under proposal, a new satellite campus in Cairo, Egypt, and an ambitious Academic Plan, Ryerson is evolving in both scope and reach. Holding equity, diversity and inclusion at the very centre of its identity, the university is known for tackling real-world problems with compassion, urgency, and ingenuity.

Ryerson is currently in a notable period of transformation and revitalization. In this important moment where bold and human-centred leadership is paramount to an institution’s success, Ryerson invites applications from candidates possessing such qualities for the position of University Registrar, a leader who will play a pivotal role in the exciting change that lies ahead.

Reporting to the Vice-Provost, Students, and acting as critical enabler of the university’s Academic Plan, the successful candidate will provide strategic leadership and administrative oversight in a department that oversees and manages a multitude of academic, administrative, and government policies; that operates sophisticated legacy student information systems; that assists with awards, bursaries, scholarships, and financial aid; and that navigates academic and administrative organizational structures. The position has operational responsibility in developing, implementing, and monitoring
university programs and policies to achieve Ryerson’s enrolment management objectives in recruitment and retention. Acting as a central resource for academic and policy information, the incumbent will be responsible for the maintenance and integrity of student academic records. This position requires a unique combination of strong leadership, management, and technical skills.

To be successful in the role, the University Registrar must have a deep and abiding commitment to Indigeneity, equity, diversity, community, and inclusion. As an advocate and champion for students, the University Registrar brings an anti-oppressive, intersectional lens to support learners through their academic lifecycle. Directional, motivational, and transformative, the incumbent must have strong relationship-building and communication skills, as well as sound political judgement. With a natural inclination toward collaboration, customer service, and relational responsivity, the University Registrar must be skilled at engaging with a wide range of audiences, including academic and administrative leadership, faculty, staff, and students. They must be strategic and forward thinking in the use of technology and artificial intelligence to optimize programs, systems, and databases in an increasingly digital/virtual work environment. Highly analytical and methodical, the successful incumbent possesses the skills to evaluate registration, academic, and residency requirements, and brings strong business and financial acumen to their budgetary management, forecasting, and reporting work. A master’s degree is sought, preferably in Education, Public Administration, Business Administration, or other related fields of study, or a combination of relevant work experience, education, and transferable skills.

Ryerson University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff, including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. Ryerson University invites applications from all qualified candidates; however, Canadian citizens and permanent residents will be given priority.

Ryerson University is partnering with BIPOC Executive Search on this assignment to ensure a broad and diverse list of candidate applications. All interested applicants are encouraged to send their resume to Shirley Ley or Jason Murray by e-mailing sley@bipocsearch.com, or can apply through the BIPOC Executive Search mobile app.

Ryerson University is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise Shirley Ley at the e-mail address above if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.