Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada's only women’s university providing instruction to over 1,500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

**Associate Registrar, Student Success**  
(Permanent Fulltime, Salary Grade Level 10, $75,803 - $89,508 annually)

Senior manager responsible for enrollment and retention services within the Student Affairs division. These responsibilities include supporting Brescia’s recruitment plan and developing programming to encourage retention of students. Core skills and abilities include; excellent communication skills, sound judgement and resolution strategies, expert knowledge of academic structure and policy, and experience dealing with complex situations. The Associate Registrar leads the Registrar’s Office and reports directly to the Vice-Principal, Students.

The Associate Registrar will support the division by providing effective overall direction and leadership to staff in the areas of registration, academic advising and international programming. You will lead the development and effective operation of Brescia’s centralized student service area, the Hive. This involves training, oversight, scheduling and on-going communications across all student facing areas of Brescia. The successful candidate will create strategies to develop and deliver a robust exchange program both for in-coming and out-going students. The Associate Registrar, Student Success, supports and leads the development and delivery of our Preliminary Year program. Will support academic advising as senior decision maker and as an extra advisor during peak periods. Research and identify appropriate program linkages, which will lead to the development of articulation agreements, pathways and agreements between institutions.

As a senior manager, you will also provide counseling, direction and resolve problems within the Registrar's Office. Serve as the main Western contact for communications regarding advising, registration and enrollment services. Prepare training for staff as required. You will serve on Ad hoc committees both internal and external to Brescia to represent the Registrar’s Office and strengthen communication between various areas. Enforce established polices and make recommendations for policy changes as appropriate and work collaboratively with the Office of the Dean, Associate Registrar, Admissions and Recruitment, Residence Manager and the Manager, Student Life, to build collaborative programming to meet the changing and complex needs of Brescia students.

The ideal candidate will be a university graduate with a minimum of five years experience in a leadership position along with experience in the areas of advising and registrarial functions within a university environment. Excellent computer and database management skills and a familiarity with PeopleSoft are required.

For a detailed description of the role, please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by 4:00 p.m. on Friday, March 15, 2019, to:

Brescia University College  
c/o Human Resources  
1285 Western Road  
London, Ontario N6G 1H2  
Email: brescia-positions@uwo.ca

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at brescia-positions@uwo.ca