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 1,600 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

Associate Registrar, Recruitment & Admissions
(Permanent Fulltime, Salary Range, $75,803 - $89,508 annually)

The Associate Registrar, Recruitment & Admissions is the senior manager responsible for student recruitment and admission programming to meet institutional enrolment goals. These responsibilities include developing and maintaining a robust recruitment and admissions plan to support the university’s strategic plan, mission and vision. The Associate Registrar, Recruitment and Admissions strives to improve the university’s profile while using new and innovative recruitment strategies.

The Associate Registrar, Recruitment and Admissions will lead a team of contract and continuing staff to support both annual recruitment efforts and strategic relationship building. This role is responsible for providing all communications support for recruitment and admissions programs; including print, online and social media communication and strategy. The position manages all outreach activities related to student recruitment such as on-campus events, communication/activity with education partners, school board officials, prospective students and applicants, as well as other important stakeholders. This role collaborates with units on campus to ensure a seamless transition for students.

This position is required to cooperate and maintain excellent relationships with Western, King’s and Huron in particular and more broadly with the other Ontario universities with regard to recruitment and admissions guidelines, policy and protocols. This cooperation requires effective working relationships with colleagues at Ontario universities, the Ontario Universities’ Application Centre and the Ministry of Training, Colleges and Universities through committee work and other less formal modes of communication and associations.

Key skills include creativity, collaborative work-style, risk-taker and visionary. The ideal candidate will exercise independence in goal-setting, objectives and decision-making related to meeting overall enrollment goals. A Master’s degree with a minimum of seven years experience in a leadership position along with experience in the areas of recruitment and admissions within a university environment is required. Excellent computer and database management skills, design skills and a familiarity with PeopleSoft are required. A valid driver’s license, passport and ability to travel locally, nationally and internationally is required.

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

Please submit a letter of application and resume by 4:00 p.m. on August 27, 2019, to:

Brescia University College
C/o Human Resources
1285 Western Road
London, Ontario N6G 1H2
Email: bucareer@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 bucareer@uwo.ca.