

Associate Registrar, Recruitment & Admissions Trent University

Trent University, with campuses in Peterborough and Oshawa, Ontario, draws over 7,800 excellent students from throughout the country and around the world. Its 1,450-acre Peterborough campus boasts award-winning architecture in a breathtaking natural setting on the banks of the Otonabee River. One of Canada's top-ranked primarily undergraduate universities, Trent is renowned for striking a unique balance between outstanding teaching and leading-edge research. Distinguished by excellence in the humanities, social sciences and natural sciences and increasingly popular professional and graduate programs, Trent is dedicated to providing its students with an exceptional world view, and to producing graduates who are ready to succeed and make a difference in the world.

The over-arching mandate of the Associate Registrar, Recruitment & Admissions ("Associate Registrar RA") is to foster service excellence in campus information, recruitment, and admissions. S/he will create work flow processes that identify points of contact relating these functions with prospective students and their families, current students, and other campus constituents. Along with the Associate Registrar, Records and Registration, this individual will oversee all internal operations of the Office, including the development and management of the annual budget for recruiting and admissions. S/he leads a team of approximately 17 staff and 10 to 20 student staff and volunteers.

Ideal candidates will be highly vision-, innovation- and renewal-oriented. They will have had several years' management-level experience in areas related to student recruitment or admissions. Preferably, they will have a Master's Degree and experience within a Datatel environment. Strong written and oral communication skills, along with excellent people skills – especially mentoring, team-building and team-playing, and motivating – will be key to success in the role.

To explore this opportunity, please submit your resume and cover letter online at www.odgersberndtson.ca/en/careers/9186. The Search Committee expects to begin its review of applications in mid- to late May 2010; in order to ensure consideration, applications should be received by May 5, 2010.