Registrar and Secretary of Senate
Sudbury, Ontario

Pour la version française de cette annonce, cliquez ici pour consulter le site Web de KBRS.

Laurentian University invites applications for the position of Registrar and Secretary of Senate. This current vacancy is a pivotal leadership opportunity to advance student success and academic governance at a tricultural, bilingual institution committed to transformation and renewal.

The Organization

Laurentian University is located within the territory of the Robinson-Huron Treaty of 1850 and recognizes its placement on the traditional lands of the Atikamekshеng Anishnawbek. The City of Greater Sudbury also includes the traditional lands of the Wahnapitae First Nation. We extend our deepest respect to Indigenous peoples - as a sign of our continued relationship we will support Laurentian University's Truth and Reconciliation Task Force Recommendations.

Laurentian University currently serves just over 8,000 students and is one of two bilingual universities in the province of Ontario. Committed to its bilingual, tricultural mandate, Laurentian University offers an outstanding university experience in English and French with a comprehensive approach to Indigenous education. Approximately 27% of students are enrolled in French-language programs, 11% self-identify as Indigenous, and 14% are international students representing over 71 countries. Laurentian also offers online degree programs, which account for 30% of enrollment. The University's beautiful, forested campus is surrounded by fresh-water lakes, conservation lands and hundreds of kilometres of cross-country and hiking trails while situated in the geographic centre of Greater Sudbury, Northern Ontario's major urban centre (population 175,000). Laurentian University has close and productive ties to Science North, Sudbury Neutrino Observatory Lab (SNOLAB), Health Sciences North, and multiple post-secondary institutions.

Offered on the university's beautiful campus as well as remotely, Laurentian's broad range of programs has garnered top distinction by leading in graduate employment outcomes for more than a decade. Having recently celebrated its 65th anniversary, Laurentian University's vision for the future is as a university focused on the needs of the north and the communities it serves. The University prepares its graduates to be the next generation of leaders who bring innovative solutions to local and global issues.

The Role

Reporting to the Provost, the Registrar and Secretary of Senate provides visionary and operational leadership across a broad portfolio that includes the Office of the Registrar, Domestic and International Recruitment and Student Services, Admissions, Student Records, Student Awards and Financial Aid, and related enrolment services. In addition to these registrarial responsibilities, the role serves as Secretary of Senate, stewarding Laurentian's bicameral governance system and ensuring academic policy development and Senate processes are transparent, effective, and aligned with institutional priorities.

As a key contributor to Laurentian's Transformation Plan, the Registrar leads modernization initiatives within the portfolio and plays a central role in strategic enrolment management (SEM), ensuring systems and processes support student success and institutional sustainability. The Registrar and Secretary of Senate oversees critical functions including recruitment, registration, scheduling, academic records, credential management, awards and financial aid, and governance processes. Acting as a trusted advisor to the Provost, senior leadership, and Senate, the Registrar provides strategic insight, operational discipline, and serves as a steward of academic governance aligned with Laurentian's academic mission.

They work collaboratively with leaders across academic, research, and administrative units to modernize policies, processes, and systems, strengthening academic policy development and enhancing the student experience while fostering agility and sustainability across the institution.

Key responsibilities include:

Portfolio Leadership and Transformation – Provide strategic leadership across the Registrar's Office, Admissions, Domestic Recruitment, International Recruitment and Services, Student Records, and Student Awards and Financial Aid. Drive review and modernization of policies, processes, and systems in alignment with Laurentian's Transformation Plan. Represent Laurentian on select provincial committees and sector bodies.

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Operational Excellence and Compliance – Oversee registration, scheduling, credential management, ministry reporting, and records, ensuring accuracy, confidentiality, and compliance with regulatory and institutional standards. Serve as signing officer for academic documents such as transcripts and diplomas.

Team Management, Collaboration and Culture – Lead a high-performing team rooted in service, accountability, and excellence. Work closely with academic leaders, administrative teams, and external partners to strengthen governance, enhance student experience, and advance institutional priorities.

The Ideal Candidate

As the successful candidate, you are a strategic and collaborative leader with deep expertise in registrarial operations and academic governance. You bring a proven ability to lead complex portfolios that include recruitment, admissions, records, and financial aid, while serving as a trusted advisor in bicameral governance. Calm under pressure and highly organized, you excel at managing transformation initiatives and fostering a culture of service and accountability. You combine operational discipline with strategic vision, ensuring policies, processes, and systems are modernized to support student success and institutional sustainability. You are energized by Laurentian's tricultural mandate and future potential and are committed to strengthening its impact in Northern Ontario and beyond. You have a demonstrated commitment to equity, diversity, and inclusion, ensuring policies, governance processes and systems

meet the needs of all members of the University community. You are adept at balancing multiple priorities and have a keen understanding of the challenges and opportunities within a higher education sector.

Qualifications and Experience

While no single candidate is likely to meet all the criteria in equal measure, the successful candidate will ideally possess:

- A graduate degree, with a PhD considered an asset. The committee will consider equivalent education and professional experience that meets this standard.
- Significant leadership experience in registrarial, recruitment, and/or enrolment operations within a post-secondary institution.
- Demonstrated knowledge of academic governance in Canada and experience supporting governing bodies.
- Expertise in strategic enrolment management, student information systems such as Colleague, and digital modernization.
- Experience overseeing and modernizing technology, policies, processes, and data reporting capabilities.
- Strong project management skills and ability to lead change initiatives in alignment with institutional priorities.
- Collaborative leadership style demonstrated by previous experience working with diverse partners on complex projects (e.g. IT services, Deans, financial leadership, etc.)
- Bilingualism (English and French) required; knowledge of Indigenous communities and commitment to decolonization strongly preferred.
- Exceptional communication, relationship-building, and decision-making skills, with a consultative and transparent approach.
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- A solutions-oriented, strategic thinker with patience and adaptability.
- Collaborative leadership style rooted in listening, compassion, accountability, and service.
- Kindness and a sense of humour, with the ability to project calm and support positive culture.
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Why Choose Laurentian?

Along with a competitive salary, eligible employees receive a comprehensive compensation package which includes:

- employer-paid health and dental benefits
- defined benefit pension plan
- competitive annual paid vacation leave
- flexible or alternative work schedule, including summer hours and an annual employer-paid winter break
- professional development opportunities
- tuition exemption program
- employee and family assistance program
- supportive family-related flexibility and leave programs
- access to a wide array of fitness and recreational amenities

Salary Range: $160,000 - $180,000.

The search committee will begin reviewing applications on April 8, 2026.

If you are interested in this opportunity, contact Kyle Steele at ksteele@kbrs.ca or Abbey MacLeod at amacleod@kbrs.ca or submit your full application package online here.

Employment Equity at Laurentian

Laurentian University is an inclusive and welcoming community committed to employment equity. Applications are encouraged from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Laurentian University is committed to providing an inclusive and barrier-free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact accommodations@kbrs.ca to request accommodation.

KBRS does not use Artificial Intelligence (AI) to screen or evaluate candidate applications.

This role is currently vacant at the University.

All qualified persons are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

To comply with federal laws, the University is obliged to gather statistical information as to how many applicants for each job vacancy are Canadian citizens / permanent residents of Canada. Applicants need not identify their country of origin or citizenship; however, all applicants must include one of the following statements: “I am a Canadian citizen / permanent resident of Canada”; OR “I am not a Canadian citizen /

permanent resident of Canada" in their cover letter. Applications that do not include this information will be deemed incomplete.

Secrétaire général et secrétaire du Sénat
Sudbury, (Ontario)

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L'Université Laurentienne sollicite des candidatures au poste de secrétaire général et secrétaire du Sénat. Ce poste actuellement vacant offre une possibilité unique d'exercer du leadership afin d'encourager la réussite de la population étudiante et la gouvernance des études dans un établissement triculturel et bilingue engagé dans la transformation et le renouveau.

L'organisme

L'Université Laurentienne est située sur le territoire régi par le Traité Robinson-Huron de 1850 et reconnaît qu'elle se trouve sur les terres traditionnelles des Atikameksheng Anishnawbek. La Ville du Grand Sudbury comprend également les terres traditionnelles de la Première Nation de Wahnapitae. Nous exprimons notre profond respect à tous les peuples autochtones et, comme signe de notre relation suivie avec eux, nous appuierons les recommandations du Groupe de travail sur la vérité et la réconciliation de l'Université Laurentienne.

L'Université Laurentienne sert environ 8 000 étudiants et est l'une des deux universités bilingues de la province de l'Ontario. Fortement engagée dans son mandat bilingue et triculturel, l'Université Laurentienne offre une expérience hors pair en anglais et français, ainsi qu'une approche englobante de l'éducation autochtone. Environ 27 % de sa population étudiante est inscrite aux programmes en langue française, 11 % se définit comme Autochtone et 14 % appartient à la population étudiante étrangère représentant plus de 71 pays. Son magnifique campus boisé est entouré de lacs d'eau douce, de terrains de conservation de la nature et de centaines de kilomètres de sentiers de randonnées et de cross-country. Elle se trouve au centre géographique du Grand Sudbury, un centre urbain majeur du Nord de l'Ontario (175 000 habitants), et entretient des liens étroits et productifs avec Science Nord, le Laboratoire de l'Observatoire de neutrinos de Sudbury (SNOLAB), Horizon Santé-Nord et divers établissements postsecondaires.

Les nombreux programmes de la Laurentienne, offerts sur son magnifique campus ainsi qu'à distance, lui ont valu de prestigieuses distinctions en produisant depuis plus d'une décennie les meilleurs résultats en matière d'emploi de ses diplômés. La vision de la Laurentienne, qui a récemment célébré son 65e anniversaire, est celle d'une université axée sur les besoins du Nord et des communautés qu'elle sert. Elle prépare la prochaine génération de chefs de file qui apportent des solutions novatrices aux problèmes locaux et mondiaux.

Les fonctions

Sous la direction du vice-recteur aux études, la ou le secrétaire général et secrétaire du Sénat assure un leadership visionnaire et opérationnel dans un vaste portefeuille qui inclut le Secrétariat général, le recrutement à l'échelle nationale et internationale, les admissions, les dossiers étudiants, les bourses et l'aide financière, ainsi que les services connexes d'inscription. En plus des responsabilités de secrétaire général, cette personne assume également les fonctions de secrétaire du Sénat qui l'amènent à gérer le système de gouvernance bicamérale de la Laurentienne et veille à ce que l'élaboration des politiques touchant l'enseignement et les processus du Sénat soient transparents, efficaces et alignés sur les priorités de l'Université.

En tant qu'intervenant clé dans le Plan de transformation de la Laurentienne, la ou le titulaire du poste dirige des initiatives de modernisation dans son portefeuille et joue un rôle central dans la gestion stratégique de l'inscription en veillant à ce que les systèmes et processus appuient la réussite étudiante et la viabilité de l'Université. Cette personne supervise des fonctions essentielles, notamment le recrutement, l'inscription, l'établissement des calendriers, les dossiers universitaires, la gestion des diplômes, les bourses et l'aide financière ainsi que des processus de gouvernance. En tant que conseillère de confiance du vice-recteur aux études, de la haute direction et du Sénat, elle apporte des perspectives stratégiques et, une discipline opérationnelle, et veille à ce que la gouvernance des études s'aligne sur la mission d'enseignement et de recherche de la Laurentienne.

Cette personne collabore avec les dirigeants des unités d'enseignement, de recherche et administratives pour renforcer l'élaboration des politiques universitaires et améliorer l'expérience étudiante tout en encourageant l'agilité et la durabilité dans tout l'établissement.

Principales responsabilités

Leadership et transformation du portefeuille – Assurer du leadership stratégique au Secrétariat général, pour les admissions, le recrutement au Canada et à l'étranger, les dossiers étudiants ainsi que les bourses et l'aide financière. Diriger l'examen et la modernisation de politiques, processus et systèmes conformément au Plan de transformation de la Laurentienne. Représenter l'Université à certains comités provinciaux et instances sectorielles.

Gouvernance des études – Assumer les fonctions de secrétaire du Sénat qui consistent à assurer des processus efficaces de gouvernance, à coordonner des comités et à élaborer des politiques de l'enseignement dans le système bicaméral de la Laurentienne. Coordonner les processus d'appels étudiants et préparer le calendrier universitaire annuel.

Gestion stratégique de l'inscription – Appuyer la planification et la gestion stratégique de l'inscription en collaboration avec les partenaires de l'enseignement et administratifs pour appuyer le recrutement, la fidélisation et la réussite étudiante. Assumer la responsabilité de la transmission des rapports sur les inscriptions au ministère de la Formation, des Collèges et des Universités.

Excellence et conformité opérationnelle – Superviser l'inscription, l'établissement des calendriers, la gestion des diplômes et les dossiers, en assurant l'exactitude, la confidentialité et la conformité aux normes réglementaires et institutionnelles. Signer des documents universitaires comme les relevés de notes et les diplômes.

Gestion, collaboration et culture de l'équipe – Diriger une équipe hautement performante enracinée dans le service, la responsabilisation et l'excellence. Travailler étroitement avec des dirigeants de l'enseignement, des équipes administratives et des partenaires externes pour renforcer la gouvernance, améliorer l'expérience étudiante et faire progresser les priorités de l'Université.

La personne idéale

Vous êtes un chef de file stratégique et collaboratif possédant une expertise approfondie dans les opérations d'inscription et la gouvernance des études. Vous savez diriger des portefeuilles complexes comprenant le recrutement, les admissions, les dossiers et l'aide financière, tout en agissant comme conseiller de confiance dans le cadre d'une gouvernance bicamérale. Calme sous pression et très organisé, vous excellez dans la gestion des initiatives de transformation et la promotion d'une culture de service et de responsabilisation. Vous alliez discipline opérationnelle et vision stratégique, et veillez à ce que les politiques, les processus et les systèmes soient modernisés afin d'encourager la réussite étudiante et la viabilité de l'établissement. La mission triculturelle et le potentiel de l'Université Laurentienne vous motivent et vous êtes déterminé à renforcer son incidence dans le Nord de l'Ontario et au-delà. Vous avez démontré votre engagement envers l'équité, la diversité et l'inclusion, en veillant à ce que les politiques, les processus de gouvernance et les systèmes répondent aux besoins de tous les membres de la communauté universitaire. Vous savez gérer plusieurs priorités à la fois et comprenez parfaitement les défis et les possibilités du secteur de l'enseignement supérieur.

Qualifications et expérience

Bien que personne ne soit susceptible de répondre à tous les critères de manière égale, la personne choisie devra idéalement posséder les qualifications suivantes :

- Un diplôme d'études supérieures, un doctorat étant un atout. Le comité prendra en compte les formations et expériences professionnelles équivalentes répondant à ce critère.
- Grande expérience en leadership dans les domaines de l'inscription et du recrutement dans un établissement d'enseignement postsecondaire.
- Connaissance prouvée de la gouvernance universitaire au Canada et expérience dans le soutien aux instances dirigeantes.
- Expertise en gestion stratégique des inscriptions, en systèmes d'information sur les étudiants tels que Colleague et en modernisation numérique.
- Expérience dans la supervision et la modernisation des technologies, des politiques, des processus et de la production de rapport de données.

- Solides compétences en gestion de projets et capacité de mener des initiatives de changement alignées sur les priorités institutionnelles.
- Style de leadership collaboratif démontré par une expérience de travail avec divers partenaires sur des projets complexes (p. ex., services informatiques, doyens, direction des finances, etc.)
- Bilinguisme (anglais et français) obligatoire; connaissance des communautés autochtones et engagement en faveur de la décolonisation, fortement préférables.
- Compétences exceptionnelles en communication, en établissement de relations et en prise de décision, avec une approche consultative et transparente.
- Capacité de travailler efficacement dans un environnement syndiqué et de gérer des équipes diversifiées.
- Connaissance des modèles de financement du gouvernement et du secteur public et/ou des cadres réglementaires particuliers à l'enseignement supérieur, un atout important.

Attributs et compétences

- Esprit stratégique axé sur les solutions, patience et capacité d'adaptation.
- Style de leadership collaboratif fondé sur l'écoute, la compassion, la responsabilité et le service.
- Gentillesse et sens de l'humour, capacité de projeter le calme et d'encourager une culture positive.
- Compétences exceptionnelles en analyse, en élaboration de processus et en planification.
- Communicateur persuasif, capable de traduire des concepts complexes pour n'importe qui.
- Grande intégrité, avec un engagement envers la transparence, la responsabilisation et l'amélioration continue.
- Capacité d'établir une culture d'entreprise où l'autochtonité, l'équité, la diversité, l'inclusion et l'accessibilité sont prioritaires, et d'appliquer ces principes aux décisions opérationnelles.
- Esprit de décision, jugement sûr et capacité de gérer des priorités concurrentes.
- Profonde appréciation des valeurs de l'éducation publique et de la place unique qu'occupe l'Université Laurentienne dans les communautés du Nord de l'Ontario.

Pourquoi choisir la Laurentienne?

En plus d'un salaire concurrentiel, les membres admissibles du personnel souscrivent à un régime complet de rémunération :

- Assurance maladie et dentaire payées par l'employeur
- Régime de retraite à prestations déterminées

- Congé annuel payé concurrentiel
- Heures de travail souples ou réaménagées, y compris des heures d'été et un congé annuel des fêtes de fin d'année payé par l'employeur
- Possibilités de perfectionnement personnel
- Programme d'exonération des droits de scolarité
- Programme d'aide aux employés et à leur famille
- Programmes souples et de congés appuyant les questions familiales
- Accès à diverses installations d'activité physique et de loisir

Plage salariale : 160 000 $ - 180 000 $

Le comité de sélection commencera à examiner les candidatures le 8 avril 2026.

Si ce poste vous intéresse, écrivez à Kyle Steele à ksteele@kbrs.ca ou à Abbey MacLeod à amacleod@kbrs.ca ou transmettez en ligne votre dossier complet de candidature ici.

Équité en matière d'emploi à la Laurentienne

L'Université Laurentienne est une collectivité inclusive et accueillante déterminée à assurer l'équité dans l'emploi. Elle encourage les candidatures des membres de communautés en quête d'équité, y compris les femmes, les personnes autochtones et racialisées, les personnes handicapées et les personnes de toutes les orientations, identités ou expressions sexuelles.

L'Université Laurentienne se fait un devoir d'assurer une expérience inclusive et sans obstacle aux personnes ayant des besoins en matière d'accessibilité. Les demander d'adaptations peuvent être transmises à tous les stades du procédé de recrutement en écrivant à accommodations@kbrs.ca.

KBRS n'utilise pas l'intelligence artificielle (IA) pour sélectionner ou évaluer les candidatures.

Ce poste est actuellement vacant à l'Université.

Toutes les personnes qualifiées sont invitées à poser leur candidature, mais, conformément aux exigences en matière d'immigration au Canada, les citoyens canadiens et les résidents permanents auront la priorité.

Afin de se conformer aux lois fédérales, l'Université doit compiler des statistiques sur le nombre de candidats à chaque poste affiché qui sont citoyens canadiens ou résidents permanents. Il n'est pas nécessaire d'indiquer la citoyenneté ou le pays d'origine, mais plutôt d'inclure dans la lettre de présentation l'énoncé « Je suis citoyen canadien / résident permanent du Canada » ou

« Je ne suis pas citoyen / résident permanent du Canada », sans quoi le dossier sera considéré incomplet.

LinkedIn Version (under 10,000 characters) :

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Laurentian University
Université Laurentienne

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