

Yukon University  
Statement of Qualifications  
**Director, Admissions and Enrolment Management**

Department: Office of the Registrar  
Location: Ayamdigut (Whitehorse) Campus  
Date: January 2024

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Education and Training: Graduate degree required

Experience:

- Several years of supervisory experience within a unionized, post-secondary student services environment.
- Subject matter expertise spanning one or more of the following registrarial business process and service areas: Admissions, Recruitment, Records, Registration, Awards & Financial Aid, Academic Scheduling.
- Proven experience managing student academic and advising records via one or more Student Information Systems and/or Client Relationship management tools.

Ability to:

- Interpret and comply with regulatory requirements.
- Build strong relationships with faculty, staff, students, external agencies and the public.
- Provide effective leadership, coaching and direction to a team, fostering a collaborative and service-oriented culture, creating a positive student and staff experience.

Personal Suitability:

- Strong interpersonal and diplomacy skills
- Excellent analytical, critical thinking, problem-solving, and consensus building skills.
- Flexibility and adaptability to changing work demands.