



Toronto School of Theology Job Posting

REGISTRAR

Description:

The Toronto School of Theology is Canada's premier ecumenical theological consortium and is affiliated with the University of Toronto. TST consists of seven member colleges and serves to promote collaboration among the member colleges and with other educational institutions in ways that foster excellence in research and scholarship, quality student experience, genuine community, and ensures standards around academic matters.

As part of the leadership team of the Toronto School of Theology (TST), the Registrar provides strategic direction to the academic operations and services of TST related to both Basic and Graduate Degree programs. This includes responsibility for student data and records management; registration; academic policies - processes, implementation and interpretation compliance; course and faculty approval processes; academic calendar; and data collection for quality assurance. The Registrar serves as the secretary to the Academic Council and its committees, and chairs the TST Registrars' Committee. The TST Registrar builds relationship amongst the TST colleges, registrarial corps and key units of the University of Toronto. The TST Registrar supervises three staff members including a position supporting the Registrar's Office.

The Registrar will be a team-player, a self-starter with a positive attitude, efficient, and a creative problem-solver. As a high-skilled professional, the Registrar will be able to manage sensitive issues with discretion. Familiarity with graduate level academic studies and theological terminology an advantage.

Education:

University undergraduate degree required; graduate degree an asset.

Experience:

Minimum six (6) years administrative and supervisory experience providing registrarial, enrolment and/or student services in a university or college setting.

Previous knowledge and experience of the University of Toronto or the TST system an asset.

Skills:

High executive functioning—prioritizing, planning, and solving problems with precision—paired with organizational capacities to manage complex records, policies, and timelines. The incumbent will also excel at team building by building consensus, setting clear goals, fostering trust, and coordinating cross-college and department workflows, ensuring people collaborate effectively and consistently to deliver high-quality service.

Intermediate level skills in MS Office (Word, Excel, etc.), MS Teams, videoconferencing (Zoom), SharePoint and other database software and platforms.

Other:

The ideal candidate will be friendly and welcoming, a collaborative team-player and proactive self-starter with a positive, solutions-oriented mindset. Efficient and creative, the candidate will be capable of handling sensitive matters with calm discretion, professional judgment and compassion, and will be familiar with graduate-level academics (and, ideally, theological terminology), and will be comfortable working in an ecumenical Christian and multi-religious context.

Appointment Type: Full-time, continuing; in-person.

Pay Scale Group, Range & Hiring Rate: TST 11N (\$95,464 - \$112,310) - expected hiring rate of \$95,464

Closing Date: The review of applications will begin Friday, November 14, 2025 and will continue until the position is filled.

How to Apply: Submit your cover letter and résumé in a single PDF document via email only in confidence to jobs@tst.edu.

Diversity Statement: The Toronto School of Theology embraces diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

*We thank all applicants for their interest. Only those considered for an interview will be contacted.
The Toronto School of Theology is committed to diversity and equity in employment.*