

**RSM REGISTRAR  
JOB DESCRIPTION**

Draft version: May 8, 2026

<b>Position Title:</b>	<b>REGISTRAR</b>
<b>Department:</b>	<b>Regis St. Michael's Faculty of Theology</b>
<b>Supervisor</b>	Director, Office of Dean of Theology
<b>Hours:</b>	35 hours per week
<b>Terms:</b>	In-person, with some evening and weekend work.
<b>Salary Range:</b>	\$74,000-\$80,000/year

**Summary**

The **Registrar** supports the Office of the Dean of the Regis St. Michael's Faculty of Theology (RSM) in a fast-paced dynamic environment. The incumbent works in close partnership with the Dean and the Director, Office of the Dean of Theology and has responsibility for providing registrarial and administrative support for initiatives and projects that reflect the priorities and directions set by the Dean. The Registrar supports the work of the program directors, and promotes excellence in student experience by supporting the Student Engagement and Admissions Officer. The successful applicant will be employed by Regis College, and will be assigned duties within the newly federated Regis St. Michael's Faculty of Theology.

**Duties and Responsibilities**

1. Student Records, Registration, and Academic Administration

- Assist students with registration, academic records, petitions, accommodations, and transcript issuance.
- Create, maintain, and manage all RSM student records in ROSI (Repository of Student Information) for conjoint programs of all students (registered at Regis or St. Michael's), as well as internal databases for non-conjoint ecclesiastical degrees, and diplomas and certificates.
- Manage all student records and communications in accordance with privacy legislation and university policies.
- Administer the International Student Program re-application process. This includes the verification of letter of acceptances and compliance reports to provincial agencies.
- Verify and record provincial and federal tax and tuition credits on ROSI.
- Maintain RSM course listings in ROSI and on related website, including creating, modifying, and deleting courses.
- Generate enrolment, registration, waiting-lists, and teaching assistant requirement reports.
- Support program directors and field education directors with accurate student records and policy-compliant processes.
- Distribute, collect and manage digital course evaluations.

## 2. Policy Compliance, Reporting, and Regulatory Oversight

- Ensure accuracy and currency of student-related policies in handbooks and on institutional websites.
- Compile and submit RSM institutional reports, such as Association of Theological Schools annual reporting and questionnaires, enrolment statistics, audits, surveys, and reports to governing boards and academic councils.
- Generate reports for quality assurances process (for e.g., student placement, enrolment trends, educational evaluation of degree programs). This includes strategic enrolment planning by tracking trends and registration data.
- Complete annual International Study Permit Designation applications and submit required reports to provincial and federal authorities (e.g., Designated Learning Institutions (DLI) reporting).
- Ensure timely compliance with University of Toronto, TST, RSM, and external and internal regulatory requirements.
- Ensure registrarial practices comply with the Accessibility for Ontarians with Disabilities Act (AODA). This also includes supporting student accommodation requests in coordination with RSM program directors and relevant University of Toronto offices.

## 3. Student Services, Recruitment, and Retention

- Provide registrarial oversight for initiatives that enhance student life and advance RSM's mission.
- Support student recruitment and retention efforts.
- Engage in the administration of student awards and financial assistance (i.e., financial aid applications; financial aid letters).
- Facilitate room bookings (including e.g., AV, IT) for classes, lectures and special events.
- Provide administrative assistance to the Dean's Office to support programs and events.
- Provide basic technical and content support for the Learning Management System for students and faculty.
- Collaborate in the planning and execution of convocation, including generating graduation lists, invitations, diplomas, program materials, and event logistics.
- Assist with the design, implementation and dissemination of student- and faculty-facing forms, policy documents and handbooks.

## 4. Governance, Communication, and Institutional Collaboration

- Liaise with internal and external stakeholders while safeguarding confidentiality and handling sensitive matters with diplomacy and professionalism.
- Collaborate with the Dean; Director, Office of the Dean; President's Offices; TST; and University of Toronto units on academic planning and student-related matters.
- In collaboration with the students services team, support communications and outreach to current and prospective students, ensuring consistency and accuracy across institutional platforms.
- Maintain an institutional calendar for classes, lectures, deadlines and events.
- Brief senior leadership on student, academic, and compliance issues.
- Serve on RSM and TST academic councils, subcommittees, and student services teams, and maintain official repositories of meeting minutes and records.
- Advise on introducing efficiencies in the ongoing integration of USMC and Regis policies and procedures.

## **Qualifications and Skills**

- University degree or acceptable equivalent combination of education and experience.
- Minimum of 3-5 years experience in a registrarial or student services contexts.
- Experience with educational and/or mission-oriented institutions.
- Demonstrated proficiency with Microsoft Office, Adobe PDF, student information systems (for e.g., Acorn, ROSI) and digital platforms for communication and collaborative work.
- Superior organizational skills in event planning and task management.
- Strong research, writing, communication and presentation skills.
- Ability to take initiative, be assertive in completing tasks, be flexible to handle a variety of activities concurrently and work outside normal office hours occasionally.
- Ability to exercise judgment particularly concerning confidential matters.
- Excellent interpersonal skills exercising professionalism and discretion at all times.
- Ability to work collaboratively on a small team with other office staff, management and external stakeholders.
- Must be able to work on own initiative while contributing as a member of the Dean's Office team.

## **About Regis College**

Regis College is the Jesuit Faculty of Theology at the University of Toronto (UofT) and one of North America's Roman Catholic ecclesiastical faculties. Regis is also one of seven founding members of the Toronto School of Theology (TST), and is the Anglophone Section of the Ecclesiastical Faculties of the Society of Jesus in Canada. Inspired by the charism of St. Ignatius of Loyola and faithful to the Roman Catholic tradition, Regis serves women and men, Jesuits and other religious, Canadian and international students called to minister to people of many faiths and cultures, for service as chaplains, professors, educators, parish assistants, spiritual guides, youth ministers, pastors, program coordinators, and justice advocates. Our community seeks to promote an integrated spirituality, a faith that does justice, critical dialogue and academic excellence.

For more details about the Regis College and the RSM Faculty of Theology, see <https://regiscollege.ca/> and <https://www.rsmtheology.utoronto.ca>. Details about the Toronto School of Theology are at <http://www.tst.edu>.

## **Applications**

Please apply with resumé and cover letter addressing the suitability of your candidacy for the particular demands of this position. Please include position title in the subject line of email when submitting resume and cover letter.

Applications can be sent via email to: [regis.presidentsoffice@utoronto.ca](mailto:regis.presidentsoffice@utoronto.ca)

The review of applications will begin on **June 19, 2025** until the position is filled.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Only those considered for an interview will be contacted. Regis College's Catholic mission is strongly committed to the dignity and inclusion of all persons and especially welcomes applications from underrepresented communities. If you require accessibility accommodation, please contact Office of the President at: [regis.presidentsoffice@utoronto.ca](mailto:regis.presidentsoffice@utoronto.ca)