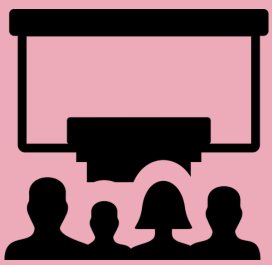


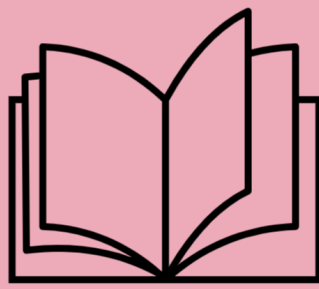
TYPES OF University Administrators

BY: NICOLETTE DI STEFANO, CHRISTINA RUFFOLO,
ISABELLA NACCARATTO & KAYLA GASPAR

Types of Administrators



Dir. of Strategic
Initiatives



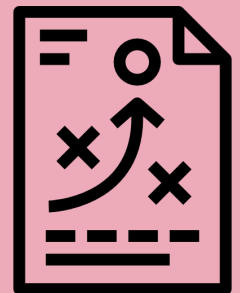
Registrar



Recruitment
Officer

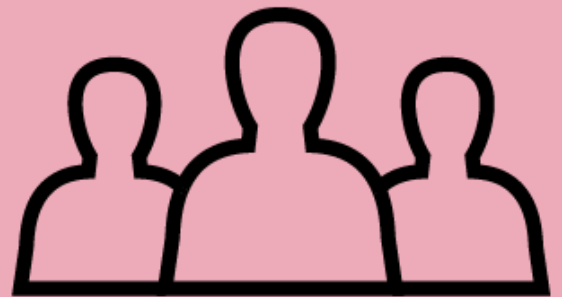
Dir. of Strategic Initiatives Roles

- Develop creative initiatives that support academic experiences (i.e. having academic advisors walk around campus in bright vests as a way to help answer student questions &/or book academic appts.)



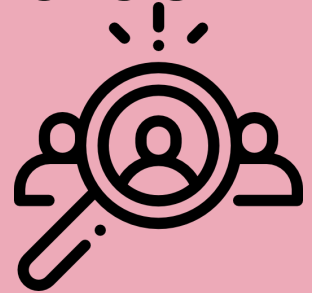
Registrar Roles

- Works with directors from faculties to ensure student voices are reflected in practice
- Develops timelines (i.e. determining when tuition is due or when students can drop a course by)



Recruitment Officer Roles

- Represents every faculty in every program
- Travels to engage, inform and recruit students to York University
- Works with mature students (aged 21+)



Educational Background

Dir. of Strategic Initiatives & Registrars

- University Degree (Required)
- Masters Degree (Highly Recommended)
- Experience working with student affairs & advising (Recommended)

Recruitment Officer

- Post-secondary degree (Required)
- Masters (Recommended)
- Experience with students &/or leadership programs



Engagement with Finances

Dir. of Strategic Initiatives

•Position as a budget officer



Registrar

•Determines budgets for staffing, bursaries & tuition
•Determines the budget for how many domestic & international students to recruit

Recruitment Officer

•Must budget for events & presentations
Travel expenses for recruitment activities are covered by the University

Participation with Wellness



Dir. of Strategic Initiatives

Works with students as well as gets to reflect & address their needs through projects



Registrar

Offers resources & support to students/ staff by communicating through emails



Recruitment Officer

Ensures students have access to information to make informed decisions

Benefits

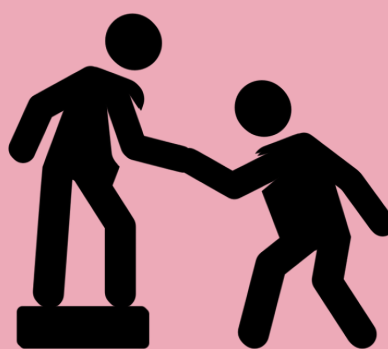
Dir. of Strategic Initiatives

A transferable position with opportunities to advance to other roles



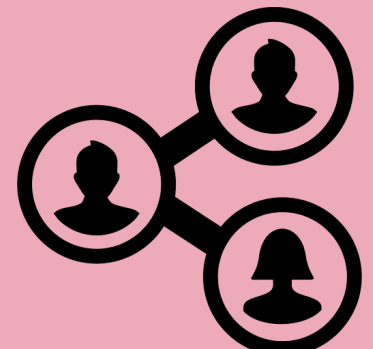
Registrar

Ability to support students needs and enhance their educational experience



Recruitment Officer

Travel opportunities to connect and help students with their academic path from various locations



Challenges

Dir. of Strategic Initiatives

Labour disputes challenge their ability to work

Registrar

Measuring success is difficult because their work requires feedback & this can be gathered over semesters or years

Recruitment Officer

The travel that the job demands is a perceivable challenge

Elements beyond the Description

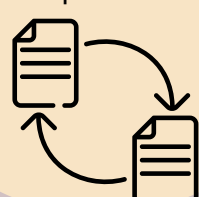
Dir. of Strategic Initiatives

Supports & Acknowledges students



Registrar

Professional Learning (on-going) & being empathetic



Recruitment Officer

Fostering a Support System

