University Secretary

The University of Victoria (UVic) is searching for an outstanding individual to assume the position of University Secretary.

The University of Victoria (www.uvic.ca) is consistently ranked as one of Canada’s leading research universities, demonstrating extraordinary depth of excellence across a wide array of graduate and undergraduate programs. The University’s 22,000 students, 900 faculty and 5,000 staff contribute to and benefit from the UVic Edge – the potent fusion of dynamic learning, and research with vital impact in an extraordinary academic environment. A welcoming and increasingly diverse university community with a commitment to excellence and a collegial leadership culture, UVic tackles issues that matter to people and the planet. Its vibrant Pacific Rim location inspires new ways of thinking and action in a community rich with Indigenous and international perspectives, while its size and culture nurture personal connections on campus and beyond.

The Office of the University Secretary serves as the corporate secretariat for the university’s governing bodies - the Board of Governors and the Senate - and is the repository for information on all matters relating to these bodies. The Office is also responsible for coordinating, facilitating and recording the activities of the university's foundations and senior advisory committees, as well as for matters related to equity and human rights, and policy and elections.

Reporting to the President and Vice-Chancellor, the University Secretary is a member of the university’s executive team and the steward of strong university governance. The successful candidate will be an experienced and skilled leader and effective communicator, with a sophisticated understanding of the roles of university governing bodies. He/she will demonstrate exceptional judgment and strategic intellect as well as have the presence and superior interpersonal skills to act as a trusted member of, and advisor to, the senior leadership team at UVic.

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact Kam Cheema, HR Programs and Project Manager, at uviccareers@uvic.ca. Any personal information provided will be maintained in confidence.

For more information about this exciting opportunity, please call Maureen Geldart of The Geldart Group at (604) 926-0005 or forward your CV, a letter of introduction and the names of three referees, in confidence, to info@thegeldartgroup.com.