



UNIVERSITY OF WATERLOO

University Secretary

The University of Waterloo invites applications, nominations, and expressions of interest for the position of University Secretary, with the appointment to begin ideally by July 2023, or at a mutually agreeable time. This is a significant opportunity to facilitate effective governance that contributes to the best interests of the entire University.

The University of Waterloo is a leading academic institution that drives local and global prosperity. It is home to a renowned talent pipeline, game-changing research and technology, and an unmatched entrepreneurial culture. Together with the world's largest co-operative education program, these differentiating strengths allow its students and faculty to create solutions that tackle today's challenges and transform our future. The University has built an extensive network of industry collaboration, generated nearly 20 percent of tech founders in Canada and delivers a dynamic learning experience for more than 42,000 undergraduate and graduate students. For more information, please visit www.uwaterloo.ca/about.

Reporting directly to the Chair of the Board of Governors and administratively to the President and Vice-Chancellor, the University Secretary provides leadership and expertise to ensure the effective operation and administration of the university's bicameral (University Senate and Board of Governors) governance system. The University Secretary routinely and accurately provides impartial interpretation of by-laws, precedents, procedures and best practices to the Board of Governors, and University Senate, as well as their committees and related bodies. This also includes assistance for university and community members who support these bodies.

In accordance with the University of Waterloo Act, institutional policies, agreements and practices, the University Secretary ensures neutral and impartial support and guidance to all stakeholders. The University Secretary also coordinates and facilitates the processes for the administration, development and renewal of university policies as well as manages the various stakeholder relations committees and quasi-judicial processes.

Waterloo is seeking an experienced governance executive who will provide leadership and expertise to ensure the effective operation and administration of the University's governance system. The ideal candidate has strong managerial experience in a large and complex organization.

Candidates must have demonstrated leadership competency and success in building and developing effective teams and stakeholder relationships. A strong service orientation, and an approach that earns trust and respect are essential. As a guardian of process who balances precedent with innovation and a continuous improvement mindset, the successful candidate will also be a creative problem-solver who facilitates solutions, and brings a record of building and implementing a collegial, inclusive and highly collaborative workplace culture, while displaying the utmost neutrality in their activities.

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River.

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic and governance excellence and is committed to accessibility for all community members. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion. We encourage applications from candidates who have been historically disadvantaged and marginalized, including applicants who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women and/or 2SLGBTQ+. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. If you have any application, interview, or workplace accommodation requests related to any of the Ontario Human Rights Code protected grounds, please contact WaterlooSecretary@lavernesmith.com.

The search committee will begin consideration of candidates immediately and will continue until the role is successfully filled. Applications should include a letter of interest, curriculum vitae, and the names of three references (who will not be contacted without the consent of the candidate), and should be submitted in confidence to the University's executive search consultants:

Laverne Smith & Associates Inc.

WaterlooSecretary@lavernesmith.com