



UNIVERSITY SECRETARY

Wilfrid Laurier University (Laurier) is conducting an extensive search for its next University Secretary, who will play a key role as a member of its leadership team.

Laurier is a leading Canadian university known for academic excellence and a culture that inspires lives of leadership and purpose. With more than 19,000 undergraduate and graduate students, Laurier has a distinct commitment to teaching, research and scholarship, as well as a strong student focus, high levels of student satisfaction and a deep sense of community. Learn more about the university at www.wlu.ca.

Laurier is currently reorganizing the University Secretariat portfolio to create two separate offices of legal affairs and university secretary. The responsibility for legal affairs will now rest with the University's General Counsel and a search has begun to identify Laurier's next University Secretary.

Reporting to the President and also accountable to the Chair of the Board of Governors, the University Secretary provides leadership and expertise to ensure the effective operation and administration of the University's collegial, bicameral system of governance, headed by the Board of Governors and the Senate. A member of the senior leadership team, s/he will organize, support and promote good governance and advise the President and others on highly sensitive and confidential issues that could have an impact on the governance, functioning or reputation of Laurier.

The successful candidate will bring significant senior-level experience working with a Board and executive team within a complex public organization and will have a strong understanding of governance. Exceptional judgment and strategic intellect is critical for success, as are excellent interpersonal skills and a personal presence.

Wilfrid Laurier University is committed to equity and values diversity. We welcome applications from qualified individuals of all genders and sexual orientations, persons with disabilities, Aboriginal persons and persons of a visible minority. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

To explore this unique leadership opportunity further, please contact Maureen Geldart or Ashley Brown at The Geldart Group, (604) 926-0005, or send your application package (current CV, a letter of introduction and the names of three referees) in confidence to ashley@thegeldartgroup.com.



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