

York University University Secretary

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

Bold, ambitious, and global: these are but a few words that capture the essence of Canada's 3rd largest university, a university offering students access to a research-intensive and high-quality teaching and learning environment committed to driving positive change. With three campuses in the GTA—one of the most vibrant and multicultural regions in the world—[York University](#), host to a diverse and dynamic community of 53,000+ students and over 10,000 faculty and staff, is dedicated to academic excellence and tackling the most pressing issues of our time.

With a distinguished history and a reputation for innovation celebrated both nationally and internationally, this is an exciting time for York University. This past year alone, its Markham Campus was launched, a new stand-alone art gallery was opened, and the Ministry of Colleges and Universities confirmed their support for a York University School of Medicine to open in 2028 focused on primary health care with a \$9M development grant. In 2025-2026, consultations will begin on the new Academic Plan with the goal of furthering the University's upward trajectory over the next 5 years.

It is within this context that the University invites nominations and applications for the position of **University Secretary**—a critical leadership position dedicated to upholding the institution's governance framework and advancing its mission. This influential role offers a strategic governance professional the opportunity to collaborate with the overall York University community in shaping the institution's future, supporting both academic and administrative priorities while promoting the values of integrity, transparency, and accountability.

The University Secretary is a key senior executive reporting directly to the President, with an independent fiduciary duty to the University and its governing bodies. This position has oversight of the University's compliance with the [York University Act](#), including the preservation of the University's autonomous governance structure as set out in that legislation. Within the context of the institution's bicameral system, the University Secretary serves as secretary to the Board of Governors, Senate, and their committees, and is an ex officio member of various academic bodies. As a signing officer and custodian of the University's seal, the University Secretary provides strategic leadership to the Office of the University Secretary, guiding a team of professionals and support staff.

Qualifications

Among the qualifications being sought in candidates, the incoming leader must have a deep and abiding commitment to advancing reconciliation, equity, diversity, inclusion, and accessibility in all its forms and must believe, intrinsically, in the importance of leading with curiosity and welcoming ideas that can later be synthesized and turned into possibility. While all candidates are encouraged to apply and, in so doing, share how they see themselves adding value to the York University environment, the following credentials and/or experiences are seen as possible markers of the candidates most likely to realize success in the role:

- A) a university degree in a relevant field such as public policy, governance, or public administration is required, with a graduate degree and ICD.D designation considered valuable assets;
- B) significant senior experience in Secretariat roles, preferably gained within the higher education sector and/or complex public sector environments;
- C) a natural disposition of maturity and integrity, with the ability to balance multiple stakeholder agendas and needs all while maintaining exceptional client service standards;
- D) the ability to navigate complex, diverse, and ever-changing institutional environments with tact, diplomacy, and effective decision-making, with the ability to skillfully prioritize and deliver the Secretariat's mandate often under pressure; and,
- E) leadership experience gained within a unionized environment will be highly valued, and the ability to communicate in both of Canada's official languages will be seen as an asset.

Compensation and Work Arrangements

York's CPM Compensation Framework has a salary grid consisting of 6 or 8 steps (depending on job grade) which is reviewed annually with possible adjustments, and a lump sum Performance Based Recognition Award. Employees will receive the grid adjustment and depending on performance, eligible permanent employees may move to the next step of the grid and may receive a lump sum Performance Based Recognition Award. Visit the [CPM Compensation page](#) on the HR Website to find out more about York's CPM Compensation Program.

York is committed to ensuring the way we work serves our diverse community and advances our commitment to Living Well Together, one of the Six Priorities for Action in the University Academic Plan. As part of this commitment, the University has implemented a Hybrid Work Policy.

The selected incumbent for this role is eligible for a hybrid work arrangement which will be confirmed based on operational requirements.

How to Apply

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive, and inclusive environment.

York University is partnering with BIPOC Executive Search to help further increase the diversity/plurality of the candidate pool. **All interested applicants are encouraged to apply by emailing Jason Murray (jmurray@bipocsearch.com) and/or Urmilla Mahabirsingh (umahabirsingh@bipocsearch.com).**

In accordance with the AODA Act, for applicants living with a disability accommodation will be provided throughout the search process. Should accommodations be required, please make Urmilla Mahabirsingh aware by emailing the email address above.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.
