#

UGANDA BAPTIST SEMINARY

JOB DESCRIPTION

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| Title | Registrar |
| Reports To | Deputy Principal of Academic Affairs |
| Direct Reports | None |

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| Overview |
| The registrar directs all facets of the operations of the Registrar's Office including student registration and records, graduation clearance, and other related matters. Plans and develops strategies for maintenance and upgrading of academic information infrastructure. |

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| Responsibilities |
| * Engage others with humility, integrity, trustworthiness, and reliability.
* Organize and administer student records.
* Oversee student admissions and graduation process.
* Ensure records are up to date with new grades, attendance, finances, etc.
* Perform clerical tasks, such as printing academic transcripts for students.
* Keep student information confidential and secure.
* Serve as an internal consultant and implement faculty academic policies, review policy exception requests.
* Perform miscellaneous job-related duties as assigned.
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| Competencies |
| * Adaptability to change and willingness to adopt new processes and ideas.
* Excellent organization skills
* Strong computer literacy
* Good interpersonal and communication skills
* Knowledge of organizational structure, workflow, and operating procedures.
* Ability to create, compose, and edit written materials.
* Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
* Knowledge of student registration, academic, and residency requirements.
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