

Registrar

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.

Qualifications

- Education: A bachelors degree in a relevant field such as education, business administration, or public administration.
- At least two years of experience in higher education, particularly in administrative or academic affairs.
- Excellent knowledge of typing and computer skills is a must.
- Average knowledge of Excel, particularly with formulas, is preferred.
- Ability to maintain confidentiality.
- Excellent written and verbal communication skills.

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.

Competencies

- Adaptability to change and willingness to adopt new processes and ideas.
- Excellent organizational 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.

Please Note:

- Only shortlisted candidates will be contacted.

- Shortlisted candidates shall be required to bring along with them; their original certificates of 'O' and 'A' Level; Bachelor's Degrees Academic Qualifications; Transcripts and Certificates; other Certificates; National Identity Cards during Interviews.