

Terms of Reference for the Registrar

Purpose and Scope:

The Office of the Registrar serves as the institutional focal point for all student related activities. The Office of the Registrar is the steward for services that supports students at the College and requires maintaining the highest level of integrity, confidentiality and fairness.

This Office is responsible for students' admission, registration, filing and maintenance of personal records of each student. It will also oversee all aspects of student welfare. The Office will also be responsible for many administrative and managerial aspects of the college including student services, safety, and management and security resources in the campus.

RESPONSIBILITIES:

1. Provide leadership to plan, organize and manage the Records and Registration, including establishment and maintenance of all student records (scholarships, personal, financial, medical, academic and other records).
2. Liaise or coordinate the liaisoning with public and private organizations for any formal processes pertaining to student services and welfare.
3. Oversee the admission, enrolment and orientation of new students.
4. Oversee all student related activities and direct student welfare activities including housing, food, safety, socio-cultural, sporting, and other related activities.
5. Monitor and maintain student records to ensure compliance to academic regulations and meet program requirements for graduation.
6. Assign duties and responsibilities to administrative staff under his/her purview, and supervise and monitor their work.
7. Collaborate and consult with President, Dean, HoD/Senior Faculty, IT In-charge, Librarian, Sports In-charge and students' counselors/representatives (individually or in group) to facilitate and improve services for students including dining, sports, discipline, record policy questions and any other issues that needs such consultations and collaborations for the overall improvement of the services and the system.
8. Consult with the Academic Affairs Department to devise students' admission and registration procedures, examination schedules and other academic matters that require such collaboration.
9. Participate in professional development activities and serve on college committees that support the goals and objectives of the college.
10. Communicate appropriately, the college expectations, rules and consequences of actions for inappropriate behavior of students to themselves, their parents/guardians and staff.
11. Be on important committees of the college including College Management Committee, etc. as well as represent college at other places where such need is felt.

KNOWLEDGE SKILLS AND ABILITIES:

1. **Education:** Masters/PhD in any field of study.

2. **Experience:** More than 10 years experience plus 5 years at the management/executive level, preferably including positions involving interaction with students.
3. **Knowledge:** Wide knowledge of youth and education issues, and functioning of the education system, preferably at the tertiary level.
4. **Skills:** Excellent oral and written communication skills, leadership as well as supervisory and mentoring skills.
5. **Personal Attributes:** A track record of having good inter-personal relations, of working in a multi-cultural environment as well as being flexible to adapt to the institutional changes.

JOB ENVIRONMENT:

The Registrar is expected to live on campus, and will work directly under the supervision of the President.