

	<p align="center"><b>JOB DESCRIPTION</b></p>
<p><b>Prepared by: Registrar</b> <b>Date:</b></p>	<p><b>Approved by Director / Executive Director</b> <b>Date:</b> 03/04/2024</p>
<p><b>Job Title</b></p>	<p><b>Assistant Registrar</b></p>
<p><b>Reports to</b></p>	<p>Registrar</p>
<p><b>Job Purpose</b></p>	<p>Provide support for all duties and responsibilities related to the Registrar’s Office and serve as the main contact for the College Counselling Office in the production of official transcripts</p>
<p align="center"><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Organize and administer records, progression and graduation eligibility of all students within the college systems; report on trends, students of concern and other areas as needed.</li> <li>• Aid in the maintenance of the college database</li> <li>• Manage daily office email traffic, course changes and student/faculty inquiries. Collaborate with all administrators, faculty, IT staff, and clinical staff to facilitate and improve services to students.</li> <li>• Participate in professional development activities and serve on school committees that support the goals and objectives of the division of the college.</li> <li>• Plans and implements audit processes for Colleges to ensure the integrity and validity of the student record system data</li> <li>• Ensures the proper collection, maintenance and communication of student academic performance data</li> <li>• Assists the Registrar with mentoring other staff.</li> <li>• Any other work as assigned by the reporting authority / Registrar / Director / Management from time to time.</li> </ul>	

**Qualifications:**

- Bachelor's Degree essential. Course work related to Education, Public Administration or Data Analytics preferred.
- Understanding of technology applications related to records and data management processes.
- Experience with Excel and other Microsoft Office applications essential; database management experience highly preferred

**Skills :**

- Excellent oral, interpersonal, and written skills.
- Problem-solving capability.
- Excellent listening and questioning skills.
- Attentive to deadlines.
- Positive attitude and ability to plan and adapt to change.
- Supports the aims, objectives, goals, ethos, and mission of the school
- Assumes responsibility and ownership for work issues and problems.
- Speaks clearly, sensitively, and persuasively when interacting with stakeholders

**Registrar****Director**