

Caribbean Nazarene College, Trinidad and Tobago

Position: Registrar

Job Summary

The Registrar supports the vision of the College by the effective management of the student enrollment process and ensuring the integrity, accuracy, and security of all student (past and present) academic records.

Reporting relationship

The incumbent will report to the Dean of Academic Affairs

Some Key Duties:

1. Manages student enrollment processes from application to admission.
2. Maintains up-to-date course schedules and final examination schedules
3. Supervises and maintains the degree audit systems.
4. Supervises the processes for the articulation of transfer credits, graduation and certification of baccalaureate, post-grad and associate degrees, and the production of official transcripts and diplomas.
5. Interprets and enforces policies and regulations of the College.
6. Chairs the Grade Appeal Committee for students, the Commencement Committee and is a member of various other Councils and Committees as required.

Qualification and Experience

Masters in Educational/Business Administration, Strategic Leadership or any related field

A minimum of 3 years experience in a similar leadership position

Experience in a higher education environment and student management system.

Skills and Competencies

Excellent communication skills
Excellent interpersonal skills,
Excellent leadership skills
Strategic and Creative vision
Business acumen

DF 07/11/16