Anguilla Community College

Vacancy – Registrar

The Board of the Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of Registrar. The appointment for the Registrar is expected to take effect from **3rd January 2023**.

The Registrar's mandate is to lead, plan, promote, organize, control, administer and monitor the operations of the Registry/Office of the Registrar, establishment and operation of a database of student records and archives; and the establishment and maintenance of processes for the equity and consistent administration of policies and procedures as they relate to registration and academic record keeping. Manage the certification process to ensure students receive certificates in a timely manner.

Some key duties of the position are:

1. Establish, evaluate, update and improve the policies, regulations, procedures, systems and plans governing the _registration of students_.
2. Coordinate and direct the registration to ensure that the operation is efficient and student friendly.
3. Lead in consultation with the Dean of Studies, the development, implementation and supervision of student information systems and ensure integrity of ACC's academic and student record keeping.
4. Supervise the maintenance and updating of student enrollment records and transcripts.
5. Evaluate transfer credits, facilitate student transfers, and administer advanced placement credits.
6. Supervise and ensure the accuracy, reliability, safety, security and confidentiality of student records in the storage, maintenance, retrieval, and transfer of student records.
7. Communicate and interpret registration management and operational practices to students, faculty, parents, and other constituencies.
8. Ensure compliance with academic, regulatory, and accreditation policies and requirements and collaborate with stakeholders to update policies and procedures in collaboration with the President and Dean of Studies.
9. Certify all student records, audits of degrees, processing of grades, and course registration, and determine student eligibility for graduation, in collaboration with academic officials.
10. Establish and ensure the provision of student services including scholarships, financial assistance, awards and _various_ concessions for students in collaboration with the Dean of Studies and the Director of Finance.

Personal and Professional Requirements

The Registrar should possess significant experience and skill in management and administration at a tertiary education institution at the middle level or higher; and significant understanding of the complexities of student information systems. The Registrar should be highly motivated and hardworking; trained and skilled in leadership, supervision, planning, information management and academic policy development. The incumbent also should be competent in written and oral

communication and possess strong analytical skills. Basic knowledge and skills should also be possessed in advertising, sales and marketing, in customer service, and in finance and budgeting. The incumbent also must be able to maintain strict confidentiality. The chosen candidate is expected to have a deep interest in supporting students in achieving success.

The Registrar would normally acquire the required competencies, knowledge and skills through the acquisition of a master's Degree, together with at least five (5) years' experience in a registrar's office or similar job in a tertiary education institution; or a bachelor's Degree and a Postgraduate Diploma in Management, Administration or related discipline, together with at least three years in a similar or related job.

The successful candidate is expected to be proficient in:
Google Suite (email, docs, sheets, calendar etc.); MS Office Suite (Word, Excel, Publisher, PowerPoint, etc.); Adobe Acrobat and be familiar with collaborative technologies and student management information systems.

Applications

All applications should be addressed to:

The Chairperson Board of Governors
Long Path
Anguilla
Email: chairperson@acc.edu.ai
Telephone: (264) 498-8395/497-2538
Office Hours 8.30 am to 4.30 pm Monday to Friday

Applications should be received by **Wednesday 7th December 2022.** The application should include: -

1. A letter of interest specifically addressing the applicant's background in relationship to qualifications described (not more than three pages);
2. A current résumé (or curriculum vitae);
3. Certified copies of educational qualifications; and
4. The names of **three** professional references (one of which should be from a current supervisor) with each reference's position, office or home address, e-mail address, and telephone numbers.

For additional information about the College and for a complete job description, please send your request to Suzanna.Proctor@acc.edu.ai or info@acc.edu.ai