

ANGUILLA COMMUNITY COLLEGE

JOB DESCRIPTION – 1: MANAGEMENT AND PROFESSIONAL JOBS

JOB TITLE: REGISTRAR

DEPARTMENT

REGISTRY/OFFICE OF THE REGISTRAR

DIVISION

SECTION/UNIT

TITLE OF IMMEDIATE SUPERVISOR

PRESIDENT

1. MANDATE

Lead, plan, promote, organize, control, administer and monitor the operations of the Registry/Office of the Registrar, covering student recruitment, admission, and registration; establishment and operation of a database of student records and archives; provision of student support services including financial awards and other services; guidance and counseling; marketing, promotion and public relations; and policy and programme development for the Registry.

Serve as Secretary to the Board of Governors and organize the ACC's corporate secretariat.

2. KEY FUNCTIONS

1. To plan, oversee, organize and manage the recruitment, admission, and registration of students of the ACC.
2. To participate in developing a comprehensive marketing plan for the ACC, play a lead role in promoting and marketing the ACC, in establishing its image and brand and in implementing its public relations and communications strategy.
3. To serve as the Corporate Secretary to the ACC's Board of Governors.
4. To plan, organize, develop, *implement and review* policies and programmes of student services, including the award of bursaries and scholarships, *the provision of other concessionary financial support services to students, and the coordination and delivery of general guidance and counseling services.*
5. Oversee the development and implementation of a comprehensive student information database for the ACC, including a system of archives.

3. KEY DUTIES

A. Registrar

1. Establish, review, update and improve the policies, regulations, procedures, systems and plans governing the student application process.
2. Oversee and ensure the proper administration and control of the student application process.
3. Establish, evaluate, update and improve the policies, regulations, procedures, systems and plans governing the *registration of students*.
4. Coordinate and direct the registration of students to ensure that the operation is efficient and student friendly.
5. Coordinate the development of the ACC's academic calendar and oversee its implementation.
6. Create and apply policies, guidelines and rules for the proper conduct of students, and oversee the development, access to and general use of a student handbook.
7. *Coordinate and lead the preparation, implementation and review* of promotion, marketing, communications and public relations plans *and programmes*, forming part of the ACC's strategic and operating plans and budgets.
8. Lead the development, implementation and supervision of student information systems and ensure the integrity of the College's academic and student record keeping.
9. Maintain and update student enrollment records and transcripts.
10. Evaluate transfer credits, facilitate student transfers, and administer the award of advanced placement credits.
11. Ensure accuracy, reliability, safety, security and confidentiality of student records in the storage, maintenance, retrieval, and transfer of student records.
12. Communicate and interpret registration management and operational practices to students, faculty, parents, and other constituencies.
13. Ensure compliance with academic, regulatory, and accreditation policies and requirements and collaborate with stakeholders to revise and update policies and procedures.
14. Certify all student records, audits of degrees, processing of grades, and course registration, and determine student eligibility for graduation, in collaboration with academic officials.
15. Consult and communicate regularly with the ACC's President, Dean of Studies, Director of Finance, Heads of Academic Departments, faculty, students and parents, as well as with registrars at other tertiary educational institutions.
16. Create reports with the help of the information technology provider and enforce policies governing privacy and disclosure of information from students' records.
17. Establish and ensure the provision of student services including *general guidance and counseling services*, student government, scholarships, financial assistance, awards and *various* concessions for students.
18. Serve on boards and committees and attend meetings at home and overseas, representing the College as required.
19. Undertake and participate in research projects, and the review and analysis of issues in the Department also prepare and submit reports and recommendations.
20. Participate in preparing and implementing the ACC's corporate communications and public relations programmes and act as its spokesman, as delegated by the President.
21. Draft the annual budget estimates for the Registry and control and administer the spending of the approved budget.

22. Participate in the review and finalization of the College's annual budget for approval by the Board of Governors.
23. Serve as a member of the Executive Management Team.
24. Ensure that the premises and other physical assets used by the Department are responsibly utilized and are maintained and secured in accordance with the ACC's established real estate policies and procedures.
25. Direct, supervise and evaluate the work, performance and conduct of the Department's administrative support staff.
26. Implement the system approved by the ACC for the evaluation and assessment of the work, performance and conduct of the Registry's professional and administrative staff.
27. Ensure that senior and supervisory staff of the Registry/Office of the Registrar supervise and evaluate the work, performance and conduct of the administrative staff assigned to them.
28. Promote high morale and motivation, healthy interpersonal relationships, open channels of communication, and a supportive socio-emotional climate within the Registry/Office of the Registrar.
29. Undertake any other duty as may be required by the job function.

B. Secretary to Board of Governors

1. Organize, provide administrative support and attend meetings of the Board of Governors.
2. Prepare Board Minutes and resolutions documenting the Board's decisions taken.
3. Prepare memoranda directing officers or departments to implement decisions taken by the Board of Governors.
4. In collaboration with the President, follow up on Board directives and decisions, and prepare letters, documents and other correspondence and circulate on behalf of the Board.
5. Prepare memoranda and reports for the Board.
6. Undertake any other duty as may be required by the job function.

4. KEY RELATIONSHIPS

1. President
2. Dean of Studies
3. Director of Finance and Administration
4. Governors of the ACC
5. Heads of Academic Divisions
6. Students
7. Registrars of other tertiary education institutions with which the ACC has formal relationships.
8. Tertiary education institutions with which the ACC has academic services agreements, external examination agencies with whom the ACC has agreements, employers with whom the ACC has agreements, the Government's Ministry of Education and agencies.

5. KEY AUTHORITIES

Authorized to:

- Develop and implement policies, standards, strategic plans and budgets for the management and operation of the Office of the Registrar/Registry.

- Set up an admissions, registration and enrollment system, ensure its accessibility especially to the members of the Anguillian community and its responsiveness to their needs.
- Admit, register and enroll applicants as students in the ACC's educational programmes, and assess and grant exemptions and credit in line with academic regulation.
- Develop an appropriate student record, database and archives system and ensure the control, protection and security of the records, data and information.
- Safeguard and apply the ACC's seal as determined by the ACC Act 2009.
- Establish and develop the corporate secretariat functions of the Office of Secretary to the Board of Governors.
- Promote and market the ACC locally, regionally and internationally.

6. KEY REPORTS

1. Annual report of the Office of the Registrar/Registry of the ACC.
2. Policies, regulations and procedures for the administration of the Registry.
3. Strategic plan and annual operating programme and budget for the Registry.
4. Examination and assessment policies, regulations and reports.
5. Marketing, promotion and public relations for the Department and the ACC in general.
6. Minutes of Board of Governors meetings, resolutions and periodic reports of the Board.

7. PERFORMANCE PARAMETERS

- Accessibility and diversity of the system of examinations and overall assessment mechanism and the timeliness and efficiency of the administration of the system.
- Timeliness, efficiency and accessibility of the admission and registration process.
- Condition, safety and security of student and related records, database and archives.
- Growth in overall student enrollment and level of demand for College places and degree of satisfaction with the application, admission and registration process.
- Quality and timeliness of reporting.
- Timeliness, quality and efficiency of corporate administrative services, particularly the production of the minutes and resolutions of the Board of Governors, communication of the Board's decisions and monitoring of their implementation.

8. SCOPE OF THE JOB

The Registrar is responsible for ensuring the establishment and proper functioning of the academic and student registry, records system and database; implementation of an effective student recruitment, admission and registration system; and creation of a comprehensive system of student support services.

The job also requires the incumbent to implement and direct the operations of the College's Corporate Secretariat in the role of Secretary to the Board of Governors.

9. PERSONAL QUALIFICATIONS

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 hard working; trained and skilled in educational planning and administration; should be innovative and entrepreneurial. 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 Registrar would normally acquire the required competencies, knowledge and skills through the acquisition of a Master's Degree, together with at least five years experience in a similar or related 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 seven years in a similar or related job.

This document is intended to reflect those factors considered necessary to describe the principal functions of a job and should not be construed as a detailed description of all work requirements that may be inherent in the job.