



Vacancy – Registrar

The Board of Governors of the Anguilla Community College (ACC) is pleased to invite applications from suitably qualified persons to fill the post of **Registrar**. The appointment is expected to take effect from January 2020.

The Anguilla Community College Act, 2009 brought Anguilla's first national tertiary education institution into full existence. The College has six academic divisions: Hospitality Studies, Technology, Natural Sciences, Humanities and Education, Social Sciences and Continuing and Adult Education.

Responsibilities

The Registrar is responsible for leading, planning, promoting, organizing, controlling, administering and monitoring the operations of the Registry/Office of the Registrar. With responsibility for 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 organise the ACC's corporate secretariat.

Personal and Professional Requirements

The applicant 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 applicant 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 work 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.

Applications

All applications should be sent to:-

The Chairperson Board of Governors
The Rogers Office Building
Edwin Wallace Rey Drive
George Hill, AI-2640
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 **27 November 2019**. 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 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 Bernice.Edwards@acc.edu.ai or Laura.Richardson@acc.edu.ai