



Anguilla Community College

Vacancy – Assistant Registrar

The Board of the Anguilla Community College is pleased to invite applications from suitably qualified persons to fill the post of Assistant Registrar. The appointment for the Assistant Registrar is expected to take effect from **10th April 2023**.

The Assistant Registrar's position is a critical post in the administration of the College and the incumbent of this position should be a self-starter, people centric and be willing to promote a friendly atmosphere at the College. The Assistant Registrar is expected to assist in the presentation of reports pertaining to student statistics, other student related matters and on any other areas as requested by the Board of Governors or the President.

Main Responsibilities:

- Assists with the management of administrative and operational matters within the office of the Registrar.
- Sits on the Students' Disciplinary Committee, and the Academic Affairs Committee.
- Is a member of the Graduation Committee and a member of other committees as assigned by the President.
- Assists in counselling and advising students, faculty and other staff on academic matters.
- Collaborates with the President to ensure uniformity of administrative procedures and standards across the College.
- Provides relevant information including statistics to assist various internal stakeholders in decision-making especially for members of the Senior Management Team and the Board of Governors.
- Participates in the review and finalization of the College's annual budget for approval.
- Plays a lead role in the communication and interpretation of registration operational practices to students, faculty, parents, and other constituents.

Student Matters:

- Assists in facilitating effective student registration and enrolment.
- Maintains secure student data files and contributes to the setting of policies and procedures for their responsible use.
- Manages the allocations of classrooms for general and examination purposes.
- Maintains up-to-date course schedules, catalogs, syllabi and final examination schedules.
- Ensures that lecturers submit student grades to the Registry in a timely manner and forwards the names of those who do not comply to the President.
- Ensures the integrity, accuracy and security of all academic records of current and former students.
- Assists in the verification of enrolment and degrees.
- Assists in the production of official transcripts of certificates, diplomas and degrees.
- Counsels and advises students on academic matters.
- Takes a leading role in the updating of student enrollment records and transcripts.
- Assists with developing relationships with other colleges and external bodies.
- In collaboration with the Dean of Studies, supervises the production of the College's Calendar annually.

- In collaboration with the Dean of Studies, supervises the updating of the Students' Handbook.
- Assists in the counseling and advising of parents/guardians and prospective students on the College's programme/course offerings.
- Undertakes any other duty as may be required by the job function or assigned by the President.

Personal and Professional Requirements

The Assistant Registrar should possess experience and skill in management and administration at a tertiary education institution; and significant understanding of the complexities of student information systems. The Assistant 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 Assistant Registrar would normally acquire the required competencies, knowledge and skills through the acquisition of a Bachelor's Degree in Management, Student Affairs, Administration or a related discipline, together with at least three (3) years' experience in a registrar's office or a similar job in a tertiary education institution.

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. A strong background in the utilization of social media platforms would be an asset.

The College is also seeking a candidate who has the propensity to promote high morale, is motivating, believes in healthy interpersonal relationships, encourages open channels of communication, and is supportive of a strong socio-emotional climate.

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 **3rd March 2023**. 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 Bernice.Edwards@acc.edu.ai or info@acc.edu.ai