

Job Description

Position Title	University Registrar & Director Academic Systems
Department	Registrar's Office
Reporting To	President
Type of Position	Full Time

POSITION DESCRIPTION

The University Registrar / Director of Academic Systems provides leadership and management for the Office of the University Registrar, ensuring that services to the academic units, faculty, students and other stakeholders related to enrollment and academic records are delivered accurately, professionally and in a timely manner. The Director of Academic Systems/University Registrar is a highly visible department leader, collaborating and sharing information with an extensive group of internal and external participants. We need a collaborative leader in this role who brings expertise in Records and confidentiality best practice, the ability to communicate succinctly to influence across lines of authority, and an active and strong equity lens to this work. The incumbent will ensure the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; build secure student data files and set policy and procedures for their responsible use; maintain up-to-date course schedules, catalogs and final examination schedules; and manages efficient use of classrooms.

This position interprets and enforces policies and regulations of the university and accreditation agencies, and Higher Education Commission (HEC) of Pakistan. . The Office of Academic Systems also acts as the custodian of syllabi, maintains the examination cell, and assures that the University is in compliance with all HEC requirements. The office is also responsible for setting the University Academic Calendar and all communication with students pertaining to academic systems and management.

DUTIES AND RESPONSIBILITIES

The scope of work for this position is as follows:-

1. Academic Implementation

- Ensure the accuracy of curriculum in catalogues, websites, and other communications vehicles
- Ensure the integrity and accuracy of academic degrees and certificates conferred by Habib University
- Advise and lead the preparation of class schedules, for approval by the respective Deans
- Develop and monitor the University's academic calendar
- Assist in development of educational policies pertaining to students and academics

2. Strategic Leadership

- Responsible for creating a vision, establishing and maintaining policy, and implementing best practices that enhance customer service, uphold the integrity of academic programs, creates a sustainable method of providing support to a diverse and growing academic community.
- Support the acquisition, implementation and maximization of systems, tools, and technology designed to secure the university's preferred enrollment future.
- Develop and implement departmental strategic plans that utilize technology to improve graduation, retention and degree progression within the student body.

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- Manage the operations of the Office of the Registrar, including course registration, recording grades, certifying student enrollment status, verifying honors and degree fulfillment, managing student records, scheduling courses, updating the course catalog and transcript production
- Supervise all procedures related to student records and registration, including maintenance of all current and historical student records and course offerings.
- Supervise professional staff whose areas of responsibility include student records systems, transcript production, classroom and building scheduling and course registration
- Work collaboratively with Office of Institutional Research

3. Communication of Academic Material

- Contribute to the development and production of official publications (Catalog, Student/ Undergraduate Handbook, Website, etc.) and unofficial publications (brochures, promotional materials, etc.)

4. Compliance

- Ensures compliance with all rules and regulations for enrollment procedures and management as required by HEC, PEC and other local regulatory and accreditation bodies as applicable to the institution.
- Maintain current knowledge of laws and regulations and university policies; ensure that the Registrar's office processes meet all applicable requirements; work with assigned staff to implement institutional changes as needed to ensure compliance with existing requirements and to meet changing requirements within established guidelines.
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5. Data and Technology

- Serve as the lead student records data steward for the university and maintain confidentiality and security of student academic records and compliance with academic policies and HEC regulations
- Demonstrate superb analytical ability with statistical analysis for enrollment issues and classroom utilization in support of the university's enrollment goals
- Develop and implement strategic plans that utilize technology to improve graduation, retention and degree progression within the student body
- Direct the on-going development and maintenance of registration and record-keeping systems
- Provide oversight for data security, acceptable use of data, and data dissemination
- Experience working with LMS (Sakai) and PeopleSoft and the ability to produce timely and succinct reports for decision-making

6. Student Guidance and Assistance

- Assess students' requests for add/drop and withdrawal and conduct exit interviews for university withdrawals
- Assist newly admitted transfer students in transitioning into the University including basic transfer and articulation information
- Approve transfer of major, credit transfer, leave, suspension and dismissal of students
- Maintain and publicize the process for students to file for review of grades, attendance and other related grievances

7. Serve on committees and perform other duties as assigned by the President.

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REQUIRED JOB SPECIFICATIONS	
Required Qualification	<ul style="list-style-type: none"> ✓ The candidate for the position will hold full-time faculty status and at least the rank of assistant professor at the time of appointment. The Director is expected to hold a minimum of a master's degree(s) in, or closely related to, student affairs, higher education management, or policy development in a related field.
Required Experience	<ul style="list-style-type: none"> ✓ Minimum seven (7) years of progressively responsible, professional level experience in higher education, enrollment management, or student services, including two years of supervisory experience. ✓ Demonstrated success leading major initiatives. ✓ Demonstrated expertise in multiple aspects of student services, such as registration, student records, transfer articulation, degree audit, student retention, student appeal processes, and/or commencement ceremonies. ✓ Experience interpreting and applying international, national, and University policies regarding and student records policy (including leading effective compliance, training and documentation across a complex organization). ✓ Networking with and membership of professional organizations representing university registrars and student affairs professionals ✓ Demonstrated expertise in working with a diverse academic, cultural and ethnic background of faculty, staff, students and parents.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Communication skills: written, oral, presentation and interpersonal	High
2.	Microsoft Office Suite (Excel, Word)	High
3.	Attention to Detail	High
4.	Teamwork	High
5.	Collaborative leader, mentor, guide, train and motivate staff to meet college and department goals and build on past successes.	High
6.	Ability to supervise and hold people accountable and influence without exercising authority.	High
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8.	Knowledge of: <ul style="list-style-type: none"> • Academic programs and requirements • Admissions principles, student services and resources, college policies and regulations • Records maintenance principles and practices • Managerial and budgeting principles • Project management principles • Best practices in registration and enrollment management 	High

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	<ul style="list-style-type: none"> Higher education principles and practices. 	
9.	<p>Skill in:</p> <ul style="list-style-type: none"> Analyzing and interpreting data Program planning, monitoring, and evaluation Supervising and providing leadership to staff Developing, recommending, implementing, and monitoring policies, procedures, and work flow Preparing a variety of reports related to departmental activities, including statistical analysis Evaluating registration and student records practices for compliance with applicable regulations Speaking in public; Coordinating the preparation and publication of a variety of reports Conducting research to identify solutions, resolve problems, or provide information. 	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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