

JOB DESCRIPTION

JOB TITLE:	REGISTRAR
REPORTS TO:	Head of Institute
DIRECT REPORTS:	Admissions Officer, Student Recruiter
DATE PREPARED:	June, 2020

JOB PURPOSE

To provide guidance and advice on all matters of student administration ensuring the effective maintenance of their records from enrolment to graduation. To manage the student recruitment and admissions processes at DTI through efficient processing of student applications, arrangement of testing and interviews and provision of DTI admissions information to successful applicants.

Key Responsibilities

- Develop academic administrative policies, procedures, systems and student database.
- Work in close partnership with the Head of Institute and the Head of Operations to deliver integrated service to the Institute.
- Prepare plans and programmes relating to annual student admissions.
- Communicate the timelines for the admissions process for DTI, in consultation with the Head of Institute.
- Keep abreast with TVET sector administrative best practices and implement them as appropriate in DTI.
- Ensure that the Institute complies with relevant legislation and regulations with regard to all matters of academic administration processes and procedures.
- Provide up to date and complete information on DTI to stakeholders, communities and feeding schools.
- Establish the necessary liaisons for the recruitment process.
- Maintain physical and computerized records including student applications, selection and admissions.

- Process new student records, including records from other schools, setting up folders, and entering student data into appropriate databases.
- Assist teachers and counselors with the preparation of reports and student data information.
- Maintain physical and computerized records of all student folders, progress reports, class rosters, schedules, and grade books.
- Coordinate end of term activities including processing of reports to parents (printing and distribution of report cards) verification and correction of grades.
- Process and transmit requests for student information, including student transcripts required for Industry attachments.
- Prepare and distribute student identification cards, bus passes, and other identification documents.
- Coordinate the ordering and distribution of all students' learning /study materials, including text books (work with stores and library).
- Maintain confidentiality on all student and other classified data.
- Disseminate school documents / information
- Administer the School Management Software.
- Ensure that the Institute's policies and security requirements are adhered to by all students, teachers and visitors.
- Perform any other duties that may be assigned by the Head of Institute from time to time.

KEY RELATIONSHIPS

Internal: Students

External: Prospective Students, Communities, Prospective Parents, Visitors

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor Degree with a minimum of seven (7) years post National Service experience.
- Must demonstrate a track record of strong personal organization and discipline.



Must be knowledgeable in

- The use of computer and software to develop and maintain spreadsheets and databases

Skills

- Excellent Organizational Skills
- Excellent Communication Skills

Abilities

- Work under pressure
- Manage a team