

# REGISTRAR

## JOB DESCRIPTION

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### ABOUT MUWCI

UWC Mahindra College is a pre-university residential high school for 240 students aged 15 to 19 representing more than 80 countries. The College offers the globally recognised 2 year International Baccalaureate Diploma Programme, taught by 30 faculty members from around the world. Resting in a 175-acre biodiversity reserve, our campus is located amidst the greater Western Ghats – one of the world’s biodiversity hotspots.

### ABOUT THE POSITION

We seek a dynamic individual with exceptional communication organisational and IT skills to lead our Office of the Registrar. The Registrar plays a critical role in the Academic operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of grades, compliance with IB regulations. The Registrar must provide strong leadership consistent with the academic goals and mission of the institution.

**Deadline to apply:** March 15, 2022

# KEY RESPONSIBILITIES

## **Maintaining School Transcripts, Mark Sheets, Reports:**

- Reminding to Faculty/ Advisors for delivery of Grades/ Reports.
- Maintain attendance records in Managebac and report to the appropriate Head.
- Preparation of Examination room and documentation required as per IB standards during all internal and external examinations.
- Contributing to the evaluation process for students and faculty as needed.
- Identifying hard copy Academic documents requiring archival in Document Management System (DMS).
- Responsible to archive all IB related documentation.
- Secretary of Disciplinary Hearing Committee (Initiate student & faculty member appointments, maintain records and update student files).

## **Liaising with the IB Exam Department:**

- Ensuring that all internal assessment materials are sent to respective examiners.
- Organizing distribution of student academic reports.
- Informing all relevant stakeholders about the assessment processes and deadlines.
- Liaising with the accounts department in regard to IB payments.
- Sending examination answer scripts to IB examiners on time.
- Providing the Head of Academics an analysis of the IB results of each academic year.
- Dispatching of IB Diplomas after receipt from the IB and follow-ups with courier companies for secure delivery.
- Dispatching of relevant Academic Documents to Alumni (as per need).

## **Resolving Queries:**

- Keeping the Media Server up to date with Academic Documentation.
- Location booking if it involves a classroom for events.
- Collaborates with other stakeholders to manage General Data Protection Regulation (GDPR).

## KEY RESPONSIBILITIES (continued)

### **Resolving Queries:**

- Supervise and source stationery items and reprographics requirements; timely maintenance of faculty reprographics machine.
- Providing workshops to faculty and students in regard to Managebac.
- Is updated with the latest learning platforms.

### **External Accreditation and Assessment:**

- Supporting and assisting the Head of College and the Head of Academics in regards to the IB evaluation as well as the Council of International Schools (CIS) evaluation.
- Administrating the Centre for Evaluation & Monitoring (CEM) test and providing to the Head of College and Head of Academics a full analysis of the results in comparison with the IB results.
- Charts and Maintains student performance data.

# ESSENTIAL QUALIFICATIONS AND DESIRABLE EXPERIENCE

- Minimum of 3-5 years of managerial experience as a registrar or closely related enrollment management professional at a higher education institution;
- A bachelor's degree is required, master's degree preferred;
- Excellent research, written, verbal and interpersonal communication skills;
- Attention to detail and insistent on correct information and data, both verbal and written;
- Experience with student information systems; development of reports, plans and budgets, and regulations related to student records;
- Demonstrated experience to manage complex operations and systems;
- Ability to clerk and minute meetings as required.

## **Essential skills and abilities:**

- Ability to implement policies and procedures;
- Proven commitment to multiculturalism and working with a diverse student body;
- Ability and willingness to work effectively with international students.

## HOW TO APPLY

Interested applicants should send the following materials to the attention of the Head of College, Dr. Dale Taylor at **[vacancies@muwci.net](mailto:vacancies@muwci.net)**

- Curriculum Vitae
- Cover letter outlining how your qualifications and experience match the position

### **Employment Terms:**

- 3-year Employment Contract with strong employer-provided benefits
- Very competitive compensation range
- Transport provided
- Opportunities for professional development

**Deadline:** March 15, 2022

### **Note:**

Founded in 1997 UWC Mahindra College [www.uwcmahindracollege.org](http://www.uwcmahindracollege.org) is one of 18 UWC Schools and Colleges [www.uwc.org](http://www.uwc.org). It is a member of the Council of International Schools [www.cois.org](http://www.cois.org), an equal opportunities employer, and screens all applicants to fulfill our obligations for the protection of children.