

Registrar

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Jun 23, 2023

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Employment Status : Full Time

Experience : 5 - <10 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor Degree

Job Description

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

Education & 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 Have

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

Educational Requirements

Bachelor Degree

Compensation & Other Benefits
