



Bahamas Baptist University College

A Legacy of Excellence

BAHAMAS BAPTIST UNIVERSITY COLLEGE

REGISTRAR JOB DESCRIPTION

RESPONSIBILITIES:

- Makes recommendations and or decision on evaluating employee performance; hiring new employees; disciplinary actions; makes scheduling employee work hours; coaching and counseling; training; provides recommendations on handling employee grievances and complaints; and granting time off. All of the above must be in writing and in collaboration with the Academic Dean.

QUALIFICATIONS

- **Required Education:**
- A minimum of a Bachelor's Degree from a recognized University. A Master's degree is an asset.

REQUIRED EXPERIENCE

- Minimum of five (5) years of related work experience.
- Experience in understanding of administrative matters across higher education.
- Experience in understanding and experience on issues on the protection of confidential student records.
- Experience of supervisory and track record of office leadership in an institution of higher education.
- Experience and understanding in Populi and other software required by the Registrar's Office.

PREFERRED QUALIFICATIONS

- Demonstrates success in leading, planning, implementing, and adapting to change.
- Fluent in understanding and effective use of information technology.
- Demonstrates a strong focus on the student experience and student success.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of trends, issues, and accepted practices relevant to the position
- Sound knowledge of Populi the student information system, processes, and functional management

- Comprehensive knowledge in enrollment systems and well-versed in the requirements and processes of a successful Registrar
- Strong understanding of best practices in student registration and records, and understands the role of the Registrar in strategic enrollment management and student success

SKILLS:

- Candidate must have strong analytical and problem-solving skills, as well as
- excellent interpersonal and human relations skills
- Excellent communication skills written and oral
- Strong organizational and conceptual skills
- Successful record of interacting with professionals across disciplines
- Detail-oriented and customer service and compliance-focused
- Proven record of accountability and follow-through

APPLICATION REQUIREMENTS

- Resume
- Copy of your Passport
- 1 Passport Size Photo
- National Insurance Card
- Current police record-(within the last 6 months)
- Birth Certificate (copy)
- Copies of All Academic Certificates
- Official Academic Transcripts
- Two (2) professional reference letters