



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR DEPUTY CAMPUS REGISTRAR

The St. Augustine Campus is seeking to identify a leader with the requisite mix of energy and focus to join the Campus Management Team, in the position of **Deputy Campus Registrar**. The successful candidate will be expected to play an active leadership role in the management of the Campus.

Key Responsibilities:

The Deputy Campus Registrar will be primarily responsible for student administrative services and support in the Office of the Campus Registrar. The incumbent will also lend assistance to the Campus Registrar in providing overall management and administrative departments including: Student Recruitment Enrolment & Admissions, Graduate Studies & Research, Student Administrative Systems, Examinations and Registry IT in the Office of the Campus Registrar. The Deputy Campus Registrar reports to the Campus Registrar and will assume authority of Campus Registrar in his/her absence. The successful candidate will be expected to:

- Recommend, and implement policies, procedures, and processes which foster and promote student learning, retention, and success;
- Review and make recommendations to revise existing academic policies, in addition, draft new academic policies, where appropriate;
- Ensure ongoing evaluation and improvement to facilitate innovative operations, systems and academic support services as well as communication technologies;
- Ensure the maintenance, improvements and integrity of the Enterprise Management Systems (SAS Banner and PeopleSoft), meets international standards and are future proofed for the growth of the campus;
- Ensure that the Assistant Registrars (Student Recruitment Enrolment & Admissions; Graduate Studies & Research; Student Administrative Systems and Examinations) work collaboratively to develop online marketing resources to promote and support new programmes and partnerships;
- Establish effective relationships with faculty and academic partners across the University and collaborate to address issues relating to curriculum, Campus and University policies, and other areas assigned by the Campus Registrar;
- Monitor the physical plant and or academic facilities that are under the charge of the Office of the Campus Registrar;
- Work closely with academic departments, admission offices, financial aid offices, and other Campus Units to coordinate efforts and streamline processes;
- Monitor the adherence to data quality management and data privacy protocols;
- Manage the Campus' Academic Calendar and coordinate inputs;
- Perform any other related duties that may be assigned by the Campus Registrar.

Qualifications and Experience

The successful candidate must possess at minimum, a Master's degree in a relevant field.

Candidates should also possess:

- At least seven (7) years' experience in a higher education environment, at least five (5) of which should be in a leadership position;
- Experience in crisis and risk management;
- Experience with and knowledge of Enterprise systems and Enterprise Risk Management;

- Experience in change management and organisation transformation;
- Experience in budgeting and accountability;
- Evidence of success in leading employees within a larger system.

The following would be considered assets:

- Experience in employing technology relating to developing processes to maximise operational efficiency would be an advantage.
- Experience in digital leadership
- Proven expertise in computer applications relevant to student administration, record-keeping, database management and large functional areas

Personal Attributes

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Be able to cultivate an environment where teamwork, participation, professional development and customer service are central;
- Provide strong administrative support to the Campus Registrar in the management of the operational procedures, systems and processes associated with the Registry;
- Display confidence in liaising with staff at all categories of staff within the organisation;
- Be able to appreciate an organizational structure which the functional areas are dispersed.

Competencies include:

• Information Technology	• Critical Judgement
• Visioning and Alignment	• Client Focus
• Analytical Thinking	• Decision Making
• Interactive Communication	• Impact and Influence
• Quality Focus	• Client Focus
• Design Thinking	• Self Confidence
• Team Leadership	• Project Management

Detailed application and full curriculum vitae should be sent under confidential cover to the **University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. e-mail: hrapplications@uwimona.edu.jm** Three (3) referees (one of whom should be from your present organization) must be indicated. References should also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University.

The twin island republic state of Trinidad and Tobago offers tropical, welcoming Caribbean lifestyles as well as a melting pot of languages, religions, nationalities, and cultures. Diversity is primarily due to its geographical location at the crossroads of the Caribbean, South America, and Africa. Birthed is a nation whose history is characterized by migration and a unique cultural mix. Having such a diverse cultural environment enriches the experience and fosters an inclusive and tolerant atmosphere on campus. The St Augustine Campus located 15 kilo-metres from Port-of-Spain, was established when the University College of the West Indies merged with the Imperial College for Tropical Agriculture. Campus grounds boast tropical trees, rare flowering plants and botanicals which not only contribute to the aesthetic beauty of the Campus but also hold immense cultural significance as a living representation of Trinidad and Tobago's rich biodiversity and environmental heritage.

The University would like to thank all applicants for their interest. Please note, however, that only shortlisted candidates will be contacted.

Deadline for receipt of applications: April 23, 2025