



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: REG#2020/05
POSITION: Registrar (1 position)
OPENING DATE: November 24, 2020
CLOSING DATE: December 7, 2020
WORK HOURS: Full-time, 40 hours/week
DURATION: One-year renewable

The International University of Grand-Bassam in Côte d'Ivoire is seeking a candidate to fill the position of **Registrar**.

IUGB PROFILE

The International University of Grand-Bassam (IUGB) is a private, publicly assisted institution, which offers an American curriculum in English. It opened in 2005, and, by the signing of Decree 2007-499 on May 16, 2007, was formally accredited as a University within the Côte d'Ivoire higher education system. Envisioned as a Regional Center of Excellence in Higher Education in Africa, IUGB's mission is to provide internationally recognized higher education through technology-enhanced English medium instruction in fields critical for regional development, international success and life-long learning.

BASIC FUNCTIONS OF POSITION

The Registrar directs the operations of the Registrar's Office with an emphasis on student success and student service. S/he is responsible for overseeing student, curriculum and other academic records of the University, the scheduling of academic space and the monitoring of academic policies and procedures. S/he is in charge of student registration, student compliance with rules for progression and graduation, class schedules, instructional space assignments, online learning portal and other related matters. S/he ensures the accuracy of all the academic records and manages the Office with integrity and confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Supervise and direct the work of the Office and keep records of all academic records, including policies, procedures, regulations, registration, enrollment verification, grading, degree audit, credit transfer, transcripts, diplomas, class and classroom scheduling;
- Ensure the integrity, completeness and accuracy of all academic records;
- Supervise the drafting and production of University catalogs;
- Provide support for the production of student ID cards;
- Support the creation, maintenance and preservation of accurate reports and related data about students and faculty members;
- Implement official policies regarding access to student information and protection of individual privacy in the management of student records.
- Oversee the management and use of classrooms/labs;



- Establish course schedules and examination timetables;
- Manage the record-keeping information systems;
- Oversee the evaluation of courses and faculty by students and submit reports to the heads of academic units;
- Prepare and submit the Office's budget for review and approve expense requests within the Office's budget;
- Update the Office's information on the IUGB website on regular basis;
- Conduct an annual review and analysis of all Office inventory and assets as well as classroom needs to advance planning of the University's capacity and efficiency in meeting identified needs;
- Contribute to the strategic and operational plans of the University and evaluate all the operations for improvements in efficiency, effectiveness;
- Evaluate the personnel under his/her supervision and propose to the Administration professional development opportunities for staff;
- Perform other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Effective leadership and managerial skills as well as good interpersonal skills;
- Ability to collaborate and communicate effectively with various co-workers.
- Aptitude for working under pressure.
- Ability to take initiatives in a dynamic and multicultural environment;
- Ability to be detail oriented with excellent time management and organizational skills in order to develop priorities and meet deadlines.
- Computer literacy and knowledge of a University enterprise data system.

MINIMUM HIRING STANDARDS

- Master's degree from an accredited college or university;
- Professional experience in a registrar's office;
- Good knowledge/experience of US higher education;
- Fluency or high level proficiency in English and French.

SUBMIT APPLICATION TO:

International University of Grand-Bassam Human Resources Office Attention: Human Resources Manager BP 564, Grand-Bassam, Côte d'Ivoire Fax: +225-21.30.34.83 Or via email to: iugbhr@iugb.edu.ci	POINT OF CONTACT International University of Grand-Bassam Human Resources Office Tel: +225-21.30.36.40 / 21.30.34.57 Fax: +225-21.30.34.83
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Important Notice: Applicants *MUST* submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title. E.g.: REG#2020/05, Registrar.