

Deputy Registrar

Responsibilities:

This senior staff member shall assist the Registrar in the daily internal administration in the Office of the Registrar which includes drafting, developing and directing the implementation of Registry policies to support the institution's needs. He/ She will manage the core functions of the Registry Office which includes the Admission and Records Office, Scholarships, Tutorial Scheduling Office, Examination Office, Graduation and Convocations, etc.

This person shall also be involved in special projects of the University as and when appropriate.

Requirements:

- Applicants should possess at least a Master Degree in any related field and have at least 10 years of management experience in academic administrative services and student record functions.
- Applicants who have been serving as Advisor to the School Board or a Secretary to the Board of Governors will be an added advantage.
- Able to keep updated with the regulations imposed by the Ministry of Education, Malaysian Qualification Agency and all the relevant government authorities.
- Able to prepare budget proposals related to the department to support the overall business plan of the University.
- Experienced in the preparation of policy papers relating to academic developments.
- Able to develop protocols and preparation of documents related to the key services of the department.
- Experience in producing research data, analyses and reports for the Board of Directors, Board of Governors and regulatory bodies.
- Experience with digital technologies especially Student Information Systems, data integration and data analytics will be added advantage.
- Experience with online and distance learning, with a high level of oral and written competence in both English and Bahasa Malaysia.