

REF : EURMOST/POL/HRM/22/0801

Date : 8th Aug 2022

JOB DESCRIPTION

JOB SNO : ADMM220801
Position : Assistant Registrar
Department : Registrar Secretariat
Location : Remote Working / Tartu / Dubai / New Delhi
Salary Range : € 1,200 to € 2,000 per month
Attributes : Good Communication Skills, Good personality, Willing to travel

POSITION OBJECTIVE

The Assistant Registrar is directly accountable to the Deputy Registrar for the implementation and supervision of EURMOST policies and procedures as these relate to applicants and students, and contributes to the general operation of the Office of the Registrar. The Assistant Registrar assists the Deputy Registrar in the provision of leadership to ensure effective coordination, monitoring, supervision, and continuous improvement of operational Admission, Registration and Graduation procedures at Central Academic Services (Registrar). The incumbent contributes to institutional research processes in order to facilitate continuous improvement and increased student success throughout the EURMOST system. The Assistant Registrar is an Information Systems specialist responsible for the supervision of student record procedures and services, and provides functional leadership for the development and implementation of the EURMOST Student Information System. The position holder coordinates closely with the University Schools and Departments to ensure effective implementation of system-wide academic policies and procedures and provides academic support services to ensure accuracy, integrity and confidentiality of student academic records. He / She shall be required to prepare, compile and maintain documents and records for Government approvals, accreditations and compliances.

ACADEMIC QUALIFICATIONS

A Master's Degree in any academic discipline

SKILLS AND EXPERIENCE

- A minimum of 5 years of related work experience in a tertiary educational setting
- At least 3 years of management experience in a minimum of three of the following areas: Accreditation, Admissions, Student Registration, Student Records, Government Approvals, Graduation, or Institutional Research
- A high level of proficiency in the use and management of student record information systems;
- Working knowledge of statistics
- Strong organizational, analytical and problem solving skills
- A high level of professionalism and ability to maintain confidentiality
- A high degree of computer literacy
- Current knowledge of industry practices, trends and issues
- Superior interpersonal skills as demonstrated by the ability to form professional relationships at all levels within the organization and with appropriate external stakeholders
- Highly developed organizational, communication and presentation skills
- Strong management or leadership skills as exhibited by experience in effectively leading a team and/or chairing committees

**Deputy Registrar
Admin & HR**



EURMOST

European University of
Research & Modern Studies

Harju maakond, Tallinn, Kristiine linnaosa, Seebi tn 1-1501, 11316, Estonia

hr@eurmost.org

- Overseas work experience within a multi-cultural environment would be advantageous

LANGUAGE

- Fluency in written and spoken English is essential
- Fluency in written and spoken Estonian is desirable

DUTIES AND RESPONSIBILITIES

- Assists the Registrar with the overall management of the Office of the Registrar
- Plans and implements audit processes for University Schools and Departments to ensure the integrity and validity of the student record system data
- Ensures the proper collection, maintenance and communication of student academic performance data
- Provides functional support to college Academic Services staff for processes related to admission, registration and graduation
- Ensures an accurate and detailed record of System policies and procedures is available, and develops procedures to improve relevant operations
- Contributes to institutional planning and research through statistical analyses and other reports, Creates Detailed Project Reports and Compliance reports for various agencies.
- Interprets academic policies to faculty and staff in the University Schools and Departments and ensures compliance with system-wide quality assurance guidelines
- Ensures that correct and complete information is provided to students, faculty and staff in the University Schools and Departments as well as to prospective applicants and members of the public and other institutions
- Participates in the recruitment and selection of staff and ensures the effective management and development of staff
- Demonstrates a commitment to EURMOST's Development programs, Vision, Mission, objectives and professional development initiatives of the Estonian Government.
- Plans and implements system-wide professional development activities related to Administrative and Academic Services
- Assists the Registrar with mentoring other staff
- Represents the Deputy Registrar on Standing Committees and participates on appropriate EURMOST committees
- Contributes to the development of goals and objectives for the successful operation of the Office of the Registrar
- Travels to other EURMOST University Schools and Departments to attend meetings, workshops and conferences as required
- Develops an awareness of, and respect for, the customs and cultures of EURMOST students and employees
- Other duties and projects as assigned by the Deputy Registrar / Registrar / Vice Chancellor

REPORTS TO

- Deputy Registrar / Registrar

PROVIDES SUPERVISION TO

- Administrative Officers of the Registrar Office

**Deputy Registrar
Admin & HR**