



Job Title: ACADEMIC REGISTRAR

Employment Status: Full-Time

Institution/Employer: Fulton Adventist University

Location of Work: Fiji

Applications Close Date: 20 January 2026

Fulton Adventist University is one of the most recognised universities in Fiji as well as other Pacific Island countries. Fulton aims to employ highly qualified staff as well as keen and honest workers who can contribute to its goal of producing highly specialised and well-educated graduates.

Fulton Adventist University is seeking to fill the position of: **ACADEMIC REGISTRAR**

The relevant job description for the role outlines the essential qualifications and expectations for the successful candidate for the position. To request the job description for applying, please visit the Fulton Adventist University website:

<https://www.fulton.ac.fj/vacancy.html>.

THE POSITION

The Academic Registrar is a senior academic administrative officer responsible for the effective management of the University's academic administration, governance processes, student records, examinations, and compliance with academic regulations and accreditation requirements. The position plays a critical role in supporting teaching and learning quality, academic integrity, and institutional effectiveness.

THE SELECTION CRITERIA INCLUDE:

- Postgraduate qualification in Education, Management, Administration or a related discipline.
- Experience in academic administration within a university or tertiary institution
- Sound knowledge of academic governance, quality assurance, and accreditation requirements (including HECF and regional frameworks).
- Strong leadership, organisational and stakeholder engagement skills
- High level of integrity, confidentiality, and commitment to the values and ethos of a faith-based institution.

For more information and to apply, please visit <https://www.fulton.ac.fj/vacancy.html>.