



Fulton Adventist  
University College

"Others" | EST 1905

## **JOB DESCRIPTION:**

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<b>Position:</b>	<b>Assistant Registrar: Fulton Adventist University College</b>
<b>Employer:</b>	<b>Fulton Adventist University College – an institution of the Trans Pacific Union Mission (TPUM) of the Seventh-day Adventist Church</b>
<b>Location:</b>	<b>Masimasi, Sabeto Road Nadi Fiji</b>
<b>Revised:</b>	<b>July 2024</b>

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### **Fulton Adventist University College Mission Statement:**

To empower graduates through quality Adventist Education for dedicated service.

### **Position Summary:**

#### **The Role of the Assistant Registrar:**

1. To assist and support the Academic Registrar in ensuring that the institution's academic records are kept in order and up to date.
2. To assist and support the Academic Registrar in ensuring that academic processes are applied appropriately for the registration, progression, graduation, or termination of students at Fulton.
3. To ensure that applications for enrolment, records of academic progression and communications with students are managed in a timely manner.

#### **Qualifications Required:**

1. Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Appropriate administrative qualifications and experience.
3. A comprehensive working knowledge of academic policies and procedures.

### **Core Competencies:**

1. Well-developed interpersonal and relationship and skills.
2. An ability to organize and manage processes in a timely manner.
3. Have an interest in and aptitude for cross-cultural ministry.
4. Ability to work independently and in a group.
5. The capacity to contribute to a vision for the institution.

### **Specific Responsibilities:**

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The Assistant Registrar works in close liaison with the Academic Registrar to ensure that the institution's academic records are kept in order and that appropriate academic policies are implemented for management and decision-making enabling students to register and progress through to graduation.

Specific responsibilities are described below according to the key events of the academic calendar.

1. Prior to registration, respond to potential student enquiries and requests for clarification of courses and enrolment requirements.
2. Liaise with HODs, CDs and the business office to ensure student enquiries which have been passed onto them are responded to in a timely manner.
3. In collaboration with the Academic Registrar prepare application forms and other documents needed by students to complete enrolment applications.
4. Receive application forms from potential students and verify that all necessary documents have been received. Notify applicants of missing documents or confirm that all necessary documents have been received and that the application is being processed.
5. Provide HODs, CDs with appropriate information on applicants.
6. Facilitate the entering of student data into the student management system.
7. In collaboration with the Academic Registrar maintain files for all current students.
8. Prepare class lists for administrative and lecturer use.
9. Prepare official class rolls.
10. Prepare lists of students with special learning needs, relevant medical conditions, or personal circumstances that are relevant to lecturers, Student Services and Administration.
11. Check that student absences from academic appointments are recorded and report to HODs and CDs if students exceed the policy on class attendance.
12. Assist the Academic Registrar and Deputy Principal in managing on-campus and off-campus extension programs.
13. Assist the Academic Registrar and Deputy Principal in preparations for key events in the academic calendar – Registration, Exams, Graduation etc.
14. Manage the enterprise document management system.
15. Assist the Academic Registrar to ensure grades are finalized in a timely manner and circulated to students.
16. Undertake additional tasks as directed, in keeping with the expectations for this role.

## **Occupational Health and Safety**

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- Contribute to the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Report any injury, hazard or illness immediately, where practicable to their supervisor.
- Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.

## **Committee Membership:**

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1. Invitee to the Academic Committee
2. Secretary of the Administration Committee

## **Key Performance Indicators:**

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1. Consistently reflects the mission and values of the University College.
2. Competently meets the specifications of the Job Description.
3. Has a thorough mastery of the specific knowledge and competencies required for this position.
4. Consistently demonstrates sound judgment in decision making.
5. Seeks guidance from appropriate sources when involved in important decision making
6. Facilitates the effective management and development of the service under his/her care.
7. Responds positively to feedback.

## **Terms and Conditions:**

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The terms and conditions shall be read in conjunction with the *Fulton Adventist University College Employee Handbook* as amended from time to time.

### **Appointed by:**

The Fulton Adventist University College Board with the recommendation of the College Officers/Administration.

### **Term:**

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office from the time they take up their duties until the end of their term of service.

### **Responsible to:**

Academic Registrar, Deputy Principal and Fulton Adventist University College Academic Committee & Administration.

**Personal Commitment:**

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Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the *Fulton Adventist University College Staff Handbook*.

**Confirmation:**

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Name of the appointed person:

Signature of the appointed person:

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Date of signing:

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Signature of witness (FAUC Officer):

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