



Fulton Adventist
University College

"Others" | EST 1905

Job Title: **ASSISTANT REGISTRAR**

Employment Period: **Full time**

Institution/Employer: **Fulton Adventist University College**

Location of work: **Fiji**

Applications Close Date: **12 July 2024**

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

Fulton Adventist University College is seeking to fill the position of:

1. ASSISTANT REGISTRAR

The relevant job descriptions for each role outlines the essential qualifications and expectations for the successful candidate for the respective positions. To request the job descriptions, or directions for applying, please visit the Fulton Adventist University College website:

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

The successful candidate will be expected to:

- i. Assist the Academic Registrar in ensuring that the Institution's academic records are kept in order and up to date.
- iii. 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.
- iv. Ensure that applications for enrolment, records of academic progression and communications with students are managed in a timely manner.

Qualifications Required:

- i. Must be a practicing baptized member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle.
- ii. Appropriate administrative qualifications and experience.
- iii. A comprehensive working knowledge of academic policies and procedures.

Core Competencies:

- i. Well-developed interpersonal and relationship skills.
- ii. An ability to organize and manage processes in a timely manner.
- iii. Have an interest in and aptitude for cross-cultural ministry.
- iv. Ability to work independently and in a group.
- v. The capacity to contribute to a vision for the institution.

Remuneration is according to the Fulton Adventist University College Wages and Allowances Schedule. Applicants must have a right to work in Fiji.

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

**The appointing body reserves the right to fill this vacancy at its discretion and close applications early.
This vacancy was written and advertised by the employer listed above.**