

Category: Education/Training

Registrar

UNIVERSITY OF SCIENCE AND TECHNOLOGY CHITTAGONG(USTC)

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Vacancy

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Job Context

- The University Registrar provides leadership and oversight to all aspects of the Office of the Registrar. The University Registrar plays a critical role in the University and Academic operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of grades, compliance with UGC regulations, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic record keeping. The University Registrar must provide strong leadership consistent with the academic goals and mission of the institution.
- Applications are invited for the post of Registrar on prevailing terms and conditions of USTC:

Job Responsibilities

- Management of staff and operations of the Office of the Registrar;
- Supervises the registration of continuing and incoming undergraduate and post graduate students, transfer of credits, and degree evaluations;
- The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students, and facilitates effective student registration process;
- Partner with Admissions and Academic Advising to facilitate an efficient and timely process to move newly accepted students to registered;
- Manages an efficient transcript evaluation and processing;
- Developing and maintaining degree audit system and certification of students for graduation/graduation clearance;
- Maintains up-to-date course schedules, catalogs, final examination schedules;
- Manages efficient use of classrooms;
- Interprets and enforces academic policies and regulations of the University;
- Must keep abreast of operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of the Registrar's office;
- Serves as of the officials responsible for FERPA compliance for the University;
- Develop and maintain accurate curriculum management systems and published in an University Catalog;

- Plans and manages the annual budget of the Registrar's Office;
- Other Duties as assigned.
- Other functions: Serves on appropriate Academic and University Management/Trust Committees.

Employment Status

Full-time

Educational Requirements

- PhD/Master Degree with 4/3 years' honors discipline with good academic records.
- Minimum of 10-15 years' extensive managerial experiences as Deputy Registrar in any reputed Public/Private University or equivalent post in any agencies in Bangladesh Army/Navy/Air Force or others similar positions with excellent IT skills and having initiative and problem-solving skills.
- The incumbent should have fluent communication and writing skill and IT Knowledge.
- In depth knowledge in Private University Act 2010.
- Excellent research, written, verbal and interpersonal communication skills;
- Attuned to detail and insistent on correct information and data, both verbal and written;
- Experience with student information systems; development of reports, plans and budgets, and regulations related to student records;
- Demonstrated experience to manage complex operations and systems.
- Skills /Abilities: # Ability to formulate and implement policies and procedures # Proven commitment to multiculturalism and working with a diverse student body # Ability and willingness to work effectively with international students.
- Mental Demands: # Ability to engage in critical thinking and exercise independent judgment # Ability to maintain confidentiality and manage confidential information # Ability to communicate effectively in written and oral form # Ability to take initiative without direct supervision.

Job Location

Chattogram

Salary

Negotiable

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Application in plain paper along with a CV, passport size photograph and other relevant documents should reach the Vice Chancellor, USTC, Foy's Lake, Chittagong or email to: vice-chancellor@ustc.ac.bd within 25.05.2021.

Shortlisted candidates will be informed.

***Photograph must be enclosed with the resume.**

Apply Procedure

Send your CV to **vice-chancellor@ustc.ac.bd** or to Email your CV from **MY BDJOB**s account.

Application Deadline : **25 May 2021**

Published On

13 May 2021

Company Information

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