



THE UNIVERSITY OF THE WEST INDIES

ST AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES

The St. Augustine Campus is seeking to identify a leader with the requisite mix of energy and focus to join the Campus Management Team, in the position of **Deputy Campus Registrar**. The successful candidate will be expected to play a very active leadership role in the management of the Campus.

Duties of the Appointee:

The Deputy Campus Registrar will be primarily responsible for student administrative services & support in the Office of the Campus Registrar. The incumbent will also lend assistance to the Campus Registrar in providing overall management and administrative direction, in the Office of the Campus Registrar. Reporting to the Campus Registrar, the Deputy Campus Registrar will assume full authority of the Campus Registrar in the Registrar's absence.

Qualification and Experience:

- Minimum qualifications include a Master's degree in a relevant field.
- Seven (7) to ten (10) years of leadership experience in a higher education environment
- Experience in digital leadership will be an asset;
- Strategic, innovative, creative and visionary thinker with demonstrated ability to take action
- Experience in crisis management;
- Experience and knowledge of Enterprise Risk Management;
- Experience in change management and organisation transformation;
- Demonstrated ability in design thinking;
- Experience in budgeting and accountability;
- Experience in employing technology relating to developing processes to maximize operational efficiency
- Demonstrated ability to lead within a larger system;
- Demonstrated ability to work constructively with a variety of constituencies; and
- Skills in computer applications relevant to administration, record-keeping and database management.

Special Expertise/Area of Concentration:

He/she must be able to cultivate an environment where team work, participation, professional development and customer service are central; establish effective communication channels and maintain effective relationships with the students, faculty, administrative and professional staff and other important stakeholders; and provide strong administrative support to the Campus Registrar in the management of the daily and operational procedures and processes associated with the Registry.

Detailed applications, giving full particulars of qualifications and experience, date of birth, marital status, nationality, date of birth and the names and addresses of three (3) referees should be sent as soon as possible to the: **University Registrar, Office of Administration, The Vice Chancellery, UWI, Mona, Kingston 7, Jamaica, W.I.; Fax: (876) 977-1422 or e-mail: oadmin@uwimona.edu.jm** Applicants are advised to request their referees to send references under CONFIDENTIAL cover directly to the University Registrar without waiting to be contacted by the University.

Further particulars of the post may be obtained from the UWI Website at <http://www.uwi.edu/jobs>

Closing date for receipt of applications – **December 31, 2020.**