



THE UNIVERSITY OF THE WEST INDIES

VACANCY

OFFICE OF THE CAMPUS PRINCIPAL, UWI OPEN CAMPUS

CAMPUS REGISTRAR

The University of the West Indies (The UWI) is seeking to fill the position of Campus Registrar for the Open Campus. The successful applicant should be a transformational leader, capable of promoting a people-centric culture. The Campus Registrar is the most Senior Administrator on the Campus. The Campus Registrar is the Secretary to all statutory campus committees.

QUALIFICATION, TRAINING & EXPERIENCE

The successful applicant must have a higher degree.

A PhD or EdD. in Higher Education Administration or leadership would be an asset.

He/she must have a minimum of 10 years experience at a senior management level and must have led a sizeable department, preferably in a higher education environment. Knowledge and experience in working in an online and distributed environment would be a distinct advantage. A sound understanding of current regional and global trends and issues in Higher Education would also be required.

MAIN RESPONSIBILITIES

- Leading the Departments and units under the Registry.
- Conceptualising, implementing and evaluating projects and special initiatives related to the general administration of the Campus.
- Leading institutional transformation with a central role in forward planning, development, strategy and continuous improvement initiatives, particularly in the areas of the student life cycle management
- Leading strategy implementation with Balanced Scorecard Tools, to improve the efficiency and effectiveness of administrative procedures, systems and standards.
- Servicing all statutory meetings of the Campus, including Campus Council, Academic Board and Campus Appointments Committee.
- Interpreting the Statutes, Ordinances and Regulations and ensuring compliance with same.
- Maintaining official Campus Records.
- Cooperating with the University Registrar to ensure uniformity of administrative procedures, systems and standards across the campuses.
- Performing other duties as may be required by the Campus Principal.

PERSONAL ATTRIBUTES

The individual should have an accessible and visible leadership style, effective listening skills, good interpersonal and organisational skills and a commitment to collaboration and shared governance.

Please submit detailed application giving (i) full particulars of qualifications and experience, biodata (ii) the names, titles, mailing and e-mail addresses, and telephone numbers of three (3) referees should be sent:

Write under confidential cover to the **University Registrar, Office of Administration, The Vice-Chancellery, The University of the West Indies, Regional Headquarters Building, 2 Heritage Road, Mona, Kingston 7, Jamaica, West Indies**; email: oadmin@uwimona.edu.jm. Full CV and application forms, which must be completed and can be obtained at the above address and at <http://www.uwi.edu/jobs>, must be submitted. In order to expedite the appointment procedures, applicants are advised to ask their referees to send references under **CONFIDENTIAL** cover **DIRECTLY** to the University Registrar at the above address without waiting to be contacted by the University. **Closing date for receipt of applications – January 8, 2021.**

