

JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CC-892-2022
Company Name	Expertise Recruitment
Industry	Recruitment Agency
Vacancy	Registrar
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Business
Degree	
Years of Experience	More than 10 years
Location	Kuwait
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Job Description</p> <ul style="list-style-type: none"> The Registrar is responsible for the successful management of the registration of students, the accurate maintenance of records and documentation, scheduling and other related functions for the College. <p>Requirements</p> <ul style="list-style-type: none"> Bachelor degree in Business Administration or a related field. 10+ years of proven experience working in the Registration department of a higher education institution (university or large college), of which at least 5 years should be at a managerial level. Experienced in heading the Registration department of a large university or college. Has demonstrable experience of developing systems, policies and processes that enhance the

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efficiency and effectiveness of the department.

- Experienced in the management of the department, with responsibility for the successful registration of students, records management, class scheduling and graduation requirements.
- Strong communication skills.
- Team management and development skills.
- Ability to collaborate effectively with cross functional teams.
- Knowledgeable and proficient in Ellucian Banner student module.
- Fluent in Arabic and English.