

The Tobago Hospitality & Tourism Institute (THTI) is excited to announce an opportunity for career advancement within our esteemed institution. We invite suitably qualified individuals to apply for the following position. Deadline for applications is September 27, 2024.

REGISTRAR

JOB SUMMARY:

The Registrar provides leadership and oversight in the planning, organizing, and managing all activities related to student records and registration. This critical role involves managing and maintaining the integrity of student academic records, overseeing registration and enrollment, recording and reporting grades, and ensuring compliance with accreditation standards. Also supports the Dean-Student Services and works with all staff at the Student Services Department, promoting and providing for Students' needs.

KEY RESPONSIBILITIES:

- Develops and administers a budget for selection, registration, and admissions for inculcation into the Student Services work plan.
- Facilitates the selection, registration, and admission of students.
- Collaborates with faculty to improve services to students.
- Maintains and updates an efficient student database management system.
- Provides research, analysis, and resolution of student disputes.
- Creates course schedules, handles grade slips, and oversees graduation applications.

KEY TECHNICAL COMPETENCIES:

- Budget preparation and fiscal management
- Technology application in Records and Registration services
- Leadership, creative, and innovative skills
- Verbal and written communication skills
- Interpersonal skills and teamwork
- Knowledge of planning and scheduling techniques
- Knowledge of student registration and related requirements
- Knowledge of rules, regulations, and laws regarding student records
- Customer service standards and procedures
- Database management
- Data analysis and reporting
- Competence in Microsoft Office, Google Workspace, and Business Applications

QUALIFICATIONS & EXPERIENCE:

- Master of Sciences degree in Educational Administration or a related area from a recognized tertiary educational institution.
- At least seven (7) years' experience at an educational institution in a similar job.