

## Registrar (Academic Affairs) – Grade XV at Masinde Muliro University of Science & Technology (MMUST)

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### Job Description

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MMUST holds the view that science and technology is an indispensable tool in harnessing resources of nature for sustainable development and creating an environment in which human beings can survive and realize their potential. Thus, the human person has the moral obligation to creatively improve the environment. This can be achieved through a well-conceptualized educational, scientific and technological package through which every human being must rightfully experience and acquire the tools to facilitate this mission.

**REF: AD/05/07/23**

### Job Purpose

Reporting to the Deputy Vice Chancellor (Academic and Student Affairs), the Registrar (Academic Affairs) shall be responsible for management and supervision of student enrolment, examination, programmes and certification to ensure maintenance of a good university image and academic reputation.

### Responsibilities

The Registrar (Academic Affairs ) responsibilities shall include:-

Providing custodianship and prudent management of the university academic records;

Declaring the academic status of each student in line with the statutory guidelines, rules and regulation of the University;

Ensuring integrity, accuracy and security of academic records, production and issuance of official academic transcripts and original certificates;

Declaring programmes and programme capacities for student placements and admissions;

Preparing, publishing and implementing the academic calendar (semester/trimester) schedules;

Planning, developing and formulating all activities related to the admissions, enrolment records, registration of students, examinations, processing of results and certification;

Managing of the University's student records and data;

Planning, recommending, installing, administering and reviewing academic systems in line with University objectives, policies and procedures;

Ensuring effective coordination and planning of units to be taught in accordance with approved University programmes as per the rules and regulations governing the implementation of academic programmes;

Interpreting and enforcing policies and regulations of the University touching on academic and students matters;

Developing and managing the departmental budget and procurement plan;

Investigating, analyzing, resolving and reviewing student disputes related to records, registration, examinations and certification;

Collaborating with other administrators; deans, faculty, IT expert and counselors to facilitate and improve services to students; registration, teaching, research, examinations, outreach activities and welfare;

Conducting appraisal of staff within the department;

Serving as Secretary to the Senate and all committees of Senate;

Any other duties as assigned from time to time by the Vice Chancellor & Deputy Vice Chancellor (A&SA).

### **Job Specifications**

### **Minimum requirements:-**

Ph.D degree with 12 years working experience, three of which as Deputy Registrar (Academic Affairs) Grade 14 or Senior Management position in an accredited University or its equivalent;

Must be registered with relevant professional body and in good standing (where applicable);

Proficiency in relevant computer applications.

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