



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



Job Opportunity - Assistant Registrar (Student Services)

Here at the SVGCC, we believe in empowering students to achieve their highest potential. We are looking for a dedicated and compassionate SVGCC employee to join the Registry team as an **Assistant Registrar (Student Services)**.

Position Overview: As the Assistant Registrar for Student Services, you will be at the forefront of championing student success. This role goes beyond traditional administrative duties to focus on providing unwavering support to our diverse student body. Your role will be key to fostering a positive and supportive learning environment at the SVGCC.

Minimum requirements:

- A Bachelor's Degree in Student Services, Social Services, Educational Administration, or any other related field.
- At least two (2) years of experience in Student Services.
- At least two (2) years Leadership experience.
- Possession of a Motor Vehicle and Valid Driver's License.

Your soft skills should include:

- Excellent interpersonal skills.
- Excellent listening and communication skills, with a strong emphasis on empathy and the ability to communicate effectively with various stakeholders.
- Ability to maintain confidentiality and uphold ethical standards.
- Familiarity with student information systems and a commitment to leveraging technology for student success.
- Excellent time management skills.
- Excellent record keeping skills with great attention to detail and accuracy.
- Ability to work independently as well as in teams .
- Good problem-solving skills and the ability to take the initiative within reason.

KEY DUTIES AND RESPONSIBILITIES:

Some of your tasks will include but are not limited to:

- **Holistic Student Assistance** - You will develop and implement proactive strategies to support student success, including outreach programs and intervention initiatives.
- **Empathetic Customer Service** - You will be expected to provide excellent customer service to ensure students feel heard and supported in all interactions.
- **Student Advocacy:** You will assist in the development of policies and practices that prioritise student well-being.
- **Data-Informed Student Support:** You will analyse student data to identify trends, challenges, and opportunities for improvement in student support services.
- **Collaborative Partnerships:** You will maintain effective partnerships between students, parents, and other stakeholders to promote the well-being of our customers.

APPLICATION PROCESS

If you think that you're a good fit, then do the following:

1. Gather the following documents as part of your application:
 - Cover Letter
 - A recent Curriculum Vitae
 - Academic Transcripts
 - NAB certified Academic Certificates
2. Submit your **application** via email to hr@svgcc.vc, with the subject title – **Job Application: (Position being applied for)**. E.g - Job Application: Assistant Registrar (Student Services).
3. Request two professional references - Ask your referees to send letters of reference directly to the HR Manager (using the email hr@svgcc.vc) without waiting to be contacted by the College.

The closing date for receipt of applications is **Sunday, January 28th, 2024**.