



# ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



## Job Opportunity - Registrar

The **St. Vincent and the Grenadines Community College (SVGCC)** is the leading tertiary institution in SVG, dedicated to delivering quality, inclusive, and relevant education and training. Through a wide range of academic and vocational programmes, the SVGCC supports student success, national development, and workforce readiness while fostering innovation, leadership, and community engagement.

Applications are being invited from suitably qualified persons for the post of **Registrar** of the **St. Vincent and the Grenadines Community College**.

### **SUMMARY OF DUTIES & RESPONSIBILITIES:**

The Registrar will be responsible for:

#### **1. Student Records & Registration Management**

1. Oversee and administer all aspects of student records, registration, admissions, and transcript evaluations.
2. Maintain the accuracy, confidentiality, and security of student records in compliance with institutional policies.
3. Ensure timely collection, recording, and reporting of student data, including grades, registration statistics, transcripts, and academic audits.

#### **2. Leadership & Administration**

1. Supervise and evaluate the performance of records and registration staff.
2. Develop and implement policies and procedures for efficient student services operations.
3. Manage departmental budgets and ensure the effective allocation of resources.
4. Lead initiatives to improve student services, collaborating with faculty, administrators, IT, and counselors.
5. Resolve student disputes related to records, registration, and graduation requirements.

#### **3. Admissions & Graduation Coordination**

1. Supervise and oversee the admissions process, ensuring fair and efficient enrollment.
2. Lead the coordination, evaluation, and certification of all graduation applications.
3. Organize and oversee all aspects of graduation, including rehearsals and ceremonies.

#### **4. Academic Calendar & Institutional Support**

1. Develop and maintain the annual academic calendar.
2. Work under the direction of the **Deputy Director** to ensure the daily administration of the College.

#### **5. Compliance & Professional Development**

1. Ensure institutional policies align with national and international education standards.
2. Participate in professional development activities to stay updated on best practices in student services and academic administration.
3. Establish and maintain backup systems for registration and records management.



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## **6. Additional Responsibilities:**

1. Serve as **Secretary** to the Board, the Academic Council, and other assigned committees (non-voting).
2. Support the Director in executing Board directives and institutional decisions.

## **QUALIFICATIONS AND EXPERIENCE:**

Applicants should have a:

- Master's Degree in Student Services, Educational Administration, or a related field.
- Proven record of successful supervisory experience in a people-oriented environment.
- Minimum of three (3) years of direct experience in a related field or five (5) years of relevant experience, preferably within a community college setting.

## **Technical Competencies**

1. Records Management – Preferably student records.
2. Proficiency in utilizing digital systems to manage registration, admissions, and transcript evaluations.
3. Data Management & Reporting
4. Ability to understand Academic Policies and Ensure Compliance
5. Experience with Student Information Systems (SIS), Learning Management Systems (LMS), and database management tools.
6. Budget & Resource Management
7. Event Management
8. Calendar & Scheduling Management

## **Other Required Skills**

1. Leadership & Team Management
2. Problem-Solving & Decision-Making
3. Communication & Interpersonal Skills
4. Attention to Detail
5. Conflict Resolution
6. Time Management & Organization
7. Confidentiality & Ethical Integrity
8. Adaptability & Continuous Learning

Salary will be paid commensurate with the articulated job requirements.

Letters of application, along with recent Curriculum Vitae and the names of two referees, should be sent to [hrmanager@svgcc.vc](mailto:hrmanager@svgcc.vc).

Applicants are advised to request that referees send letters of reference directly to the HR Manager without waiting to be contacted by the College.

**NEW CLOSING DATE for receipt of applications is Sunday, May 11th, 2025.**