



WORLD UNIVERSITY OF BANGLADESH

UGC & Govt. Approved

A University for Quality & Utilitarian Education

OFFICE OF THE REGISTRAR

JOB DESCRIPTION & PERSON SPECIFICATION FOR ASSISTANT REGISTRAR

1. JOB INFORMATION

Post Title: **ASSISTANT REGISTRAR**

Mode: **Full Time**

Ref No: **WUB/REG//Asst_Reg/2021(1)**

2. JOB DESCRIPTION

Main Duties and Responsibilities

The applicants should have experience in the following area(s):

1. Organize and administer records and other areas as needed.
2. Provide back-up for records and registration services, including registering students, answering phones and working special events.
3. Manage daily office email traffic, course changes and student/faculty inquiries. Collaborate with all administrators, faculty, IT staff, and clinical staff to facilitate and improve services to students.
4. Understanding of technology applications related to records and data management processes.
5. Participate in professional development activities and serve on university committees that support the goals and objectives of the university.
6. Enables teamwork, collaboration and information sharing to foster better student service.
7. Develops, implements, monitors and evaluates procedures and policies for admissions.
8. Coordinates the maintenance of all admissions records in the Registrar's Office through the work of the Student Services Assistants.
9. Conducts performance enhancement process in accordance with standard practice and collective agreements.
10. Initiates disciplinary process, within scope of authority and in consultation with Human Resources, in compliance with university policies and standard practices.
11. Handle multiple tasks and meet deadlines.
12. Excellent oral, interpersonal, and written skills.
13. Capacity for prioritizing conflicting demands and problem-solving capability.
14. Ability to gather facts and to analyze situations objectively, accurately, and in an organized.
15. Positive attitude and ability to plan and adapt to change.

16. Ability to collaborate effectively with various departments and cross-functional teams.
17. Work independently and as part of a team.
18. Should have a positive attitude and team spirit.
19. Ability to exercise a high degree of confidentiality and integrity.
20. And willingness to work under pressure.
21. Experience with Excel and other Microsoft Office applications essential; database management experience highly preferred.
22. Create PowerPoint presentations summarizing the results of analyses and present the results to senior management;
23. Perform any other work assigned by the top management.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Given

Other Administrative Officers.

PERSON SPECIFICATION FOR ASSISTANT REGISTRAR

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education / Qualifications	Minimum a Bachelor Degree in any discipline from a reputed University. Master Degree candidates will get preference at the time of selection.	Preferable knowledge of any other foreign language.
Work Experience	Three (3) years work experience is required.	Up to date knowledge of any western higher education system.
Job Related Skills and Capabilities	Commitment to delivering high quality services. Good organizational and management skills. Suitable level of proficiency in ICT and understanding of its application.	Evidence of successful external and internal network.
Interpersonal Skills	Effective oral and written communication skills in both individual and group situations. Ability to lead as a member of a team of group. Ability to train others for the work that is done.	Experience of mentoring or supporting more junior or less experienced colleagues.

Other Requirements

Must be able to maintain confidentiality.

For further information, please send your enquiries to the Mr. Md. Abdul Jalil at aj.masud@wub.edu.bd. An online application forms must be filled from <http://jobs.wub.edu.bd>.