



## **OFFICE OF THE REGISTRAR**

### **JOB DESCRIPTION & PERSON SPECIFICATION FOR JUNIOR DEPUTY REGISTRAR**

#### **1. JOB INFORMATION**

Post Title: **JUNIOR DEPUTY REGISTRAR**

Mode: **Full Time**

Ref No: **WUB/JR\_DEP\_REG/2022(002)**

#### **2. JOB DESCRIPTION**

##### **Purpose**

- Ability to operations of the staffs and faculty members of the University.
- Sound and in depth knowledge in the Private University Act 2010, UGC Policy, procedures and faculty handbook.
- Supervise, coordinate and evaluate all areas of the instructional programs and services for effectiveness and efficiency and time to time report to top management.
- Provide all academic and administrative support to development of policies and procedures.
- Monitoring of the registration of ongoing and incoming students, credits transfer also record of foreign students and faculty members.
- Deal with accreditation process, signing of different additional certificates, convocation's activities and preparation, monitoring of online activities also printing Medias.
- Ensure the meaningful usages and activities of full length of classrooms, different labs, library, student career and development center, hall room, canteen, auditorium, International office and collaboration, and participation on different local and international seminars, symposiums, workshops, training program, International events etc.
- In depth attention in on all forms of online activities which are the current trends and gateways of BRANDING of the university.
- Planning staffs' development, take care of their problems and managing the annual budget of the Registrar's Office.
- Perform any other duties and responsibilities assigned by the University Management from time to time.

**Other Requirements**

- Outstanding oral and writing skills in both English and Bangla.
- Management skills to work and interact with high officials.
- Proactive to prior work and multitasking ability.
- Good interpersonal communication skills and IT knowledge and capable of working in a computer networking environment.
- Coherent with student information systems, proper report writing, plans and budgets, student records etc.
- Ability to independent judgment, critical thinking, problem solutions and maintain confidentiality.
- Self-motivated, well behaved and humble.

**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**

Assistant Registrar, Assistant Registrar, Administrative Officers as appropriate.

## PERSON SPECIFICATION FOR JUNIOR DEPUTY REGISTRAR

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Education / Qualifications</b>	Must have a Master degree or equivalent degree in any subject from a recognized University.	Recognized professional qualifications.
<b>Work Experience</b>	At least 10 years' managerial experiences whereas 05 years as an Assistant Registrar or preferred equivalent positions at the public/private universities.	Evidence of communication to the wider student experience e. g. in recruitment/ retention initiatives, in employability/ enterprise initiatives, student welfare.
<b>Job Related Skills and Capabilities</b>	Commitment to delivering high quality service to students.  Good organizational and management skills.  Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research.	Evidence of successful external network.
<b>Interpersonal Skills</b>	Effective oral and written communication skills in both individual and group situations.  Ability to lead and work as a member of a team of group.  Ability to relate to students with diverse backgrounds, ages and experience.	Experience of mentoring or supporting more junior or less experienced colleagues.
<b>Other Requirements</b>	Willing to undertake academic activities in the evening when necessary, and participate in occasional weekend activities such as recruitment days.  Willingness to travel abroad to undertake academic and related activities.	Experience of working abroad or Working in partnership with organizations overseas.

### Instructions

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