

Assistant Registrar – Academics

Job Description

DUTIES AND RESPONSIBILITIES

- Assist departments to schedule students by assigning modalities and grading classifications, develop and implement beginning and end of term process,
- Prepare document grades, attendance and status changes.
- Maintain student files and ensure confidentiality of information and prepare appropriate dispatch progress reports according to FERPA guidelines.
- Ensure compliance to all national and state standards, organization policies and assist to develop and implement effective strategies.
- Coordinate with university departments to prepare update and provide access to university systems and evaluate all graduation process and lists.
- Assist departments to develop and execute all plans according to design and budget requirements.
- Supervise annual review and prepare update for all undergraduate and graduate programs according to training policies and guidelines.
- Evaluate all cost factors, schedule and document all information.
- Supervise efficient development of account specification and prepare associate documents.
- Analyze all departments for university mission, develop and submit reports to proper authorities on same.
- Manage all communication between customers and departments and participate in various trainings and conferences.
- Administer and gather all information for curriculum requirements coordinate with various departments for web development, and prepare publishing schedule.
- Administer and recognize every honors and degree designation and manage all communications with graduation clearers and provide banner training.
- Participate in assigned committees and development activities and administer all special projects and disburse student books.
- Perform research on grade distribution, enrollment and supervise transcript distribution and efficient enrolment verification.
- Supervise efficient working of assigned staff and maintain ideal working conditions according to workplace policies.

- Monitor and respond to all staff supervisors and students queries.
- Provide efficient counseling to students and provide all necessary information and prepare required reports.

Desired Candidate Profile

- Masters Degree with at least 60% of the marks or an equivalent grade in a point scale.(wherever grading system is followed)
- . Professional exp. of 5 to 8 yrs in related field.
- Successful candidate must have thorough knowledge of and experience with policies, regulations and academic standards; ability to understand rules and regulations and apply them in varying circumstances.
- Knowledge of AICTE Compliance/NAAC Accreditation/Liaison with Concerned
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Contact

Intrested Candidates may send their resume to garima.hr@peoplesuniversity.edu.in
/ shivendra.hr@peoplesuniverstiy.edu.in or can call on 0755 – 4005059/5026.