



PERDANA UNIVERSITY DUO26 (B)

JOB DESCRIPTION

Job Title : Assistant Registrar
Reports To : Registrar
Department : Registrar's Office

Main Purpose

To assist the Registrar by ensuring all policies and procedures are fully executed in a manner that is compassionate and sensitive to the needs of staff, students, the faculties and other internal and external stakeholders.

Key Responsibilities and Accountabilities

1. Day to day operational management/administrative of work loads of Registry Team to meet targets, ensure adherence to procedures and timetable, monitor for inconsistencies and ensure best use of available resources. This will include assisting and advising the Registrar on appraisals, setting objectives, targets and budget requirements.
2. To take responsibility for operational decision making and referring to Registrar and Vice-Chancellor for matters related to policy.
3. To work with staff of Registry in collating and providing statistical information, and reports, as required by the University, MOHE and other authorities.
4. Assists the University to ensure that all courses are approved and accredited by the Malaysia Qualification Agency (MQA), MOHE and professional bodies, if required. Also assist with coordination of accreditation visits from MQA and MOHE.
5. Assists the University in building and maintaining relationships with diverse stakeholders (such as partner schools, government agencies, sponsoring bodies and etc.)
6. Together with the Registrar, develop training programmes or any related programmes for the Registry team members to ensure that all are aware of current good practice and changes to procedures of the University and the Higher Education sector generally.
7. To develop full understanding of all operational processes and procedures, as well as keep updated on Higher Education developments generally and make recommendation for change, when appropriate.
8. To develop and update academic calendar.
9. Provide evaluation data for various departments and develop enhanced systems for transcript production.
10. Participate in professional development activities and serve on school committees that support the goals and objectives of the division of the school.
11. Provide back-up for records and registration services, reporting grades and working on special events.
12. The Assistant Registrar assist the Registrar as a Secretary to the Board of Governors and University Senate. He/She is required to take minute and record etc.
13. The Assistant Registrar assists the Registrar in organising convocations and other university ceremonies



PERDANA UNIVERSITY DUO26 (B)

14. The Deputy Registrar carry out other cognate duties delegated by the Registrar including Chairing committees and representing the Registrar as required.
15. Dealing with Regulatory issues
 - i. To ensure adherence to all government policies and regulations with regards to the operation of the University as stated in the Private Higher Education Act 1955 and other similar Acts
 - ii. To interpret and implement policies according to the University's constitution, statues, rules and regulations
 - iii. To facilitate the formulation of the University constitution, statues, rules and regulations for approval of various authorities.

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.

EDUCATION AND EXPERIENCE

- Possess at least a Bachelor's Degree in Business Administration/Law/ Secreteraial or related fields
- Required language(s): English and Bahasa Malaysia
- A team player with a good organisational skill and a sense of urgency
- Good computer literacy (MS Office)
- At least 5 year(s) of working experience in related field

SKILLS AND COMPETENCIES

- Organised, able to work under pressure and have good negotiation skills;
- Have well-developed communication skills;
- Ensure good repo with government agencies.
- Have awareness of different cultures and backgrounds;
- Have good problem-solving and analytical skills;
- Have a sympathetic, yet firm approach to deal with clients who may be angry or abusive;
- Hardworking and able to work beyond normal working hours when required.