



# NORTHERN CARIBBEAN UNIVERSITY

*A Seventh-day Adventist Institution*

**Applications are invited from suitably qualified individuals to fill the following position:**

## **University Registrar**

The University Registrar is responsible for the preservation of the integrity, accuracy and privacy of all academic records by upholding the value of courses taken and degrees conferred and being the official custodian of all the academic records of past and currently enrolled students, and the University Seal.

### **Required Skills and Competencies:**

- Ability to develop and maintain recordkeeping systems and procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of accreditation and certification requirements and standards.
- Ability to gather data, compile information, and prepare reports.
- Skill in the use of personal computers and related software applications.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of academic standards governing student probation, suspension, and/or expulsion.
- Ability to use independent judgment and to manage and impart confidential information.
- Knowledge of the rules, regulations, and laws regarding student records.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to analyze and solve problems.
- Skill in organizing resources and establishing priorities.
- Knowledge of on-line degree audit reporting system (if applicable).
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to maintain confidentiality of records and information.
- Ability to interpret, adapt, and apply guidelines and procedures.
- Knowledge of computerized student information systems.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Ability to foster a cooperative work environment.
- Employee development and performance management skills.
- Ability to represent the University professionally and attractively to the public, generate good human relations with and among the workforce and be well acquainted with, the practice the policies of the University and the Seventh-day Adventist denominational standards.

## Required Qualifications and Experience:

- Minimum Requirement: Master's Degree from an accredited institution in Educational Administration or a related area.
- Proven record of successful supervisory experience in a people-oriented environment.
- Minimum of 3-5 years of managerial experience as a registrar or closely related enrollment management professional at a higher education institution.

### APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. “**University Registrar**” and addressed to:

The Director, Human Resource  
Northern Caribbean University  
Manchester Road  
Mandeville, Jamaica, West Indies  
Phone: 876-963-7163  
E-mail: [hr@ncu.edu.jm](mailto:hr@ncu.edu.jm)

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to [hr@ncu.edu.jm](mailto:hr@ncu.edu.jm) incorporating all of the below required information:
  - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role.
  - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.
3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department
4. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **July 18, 2025**.

**As a Seventh-day Adventist Institution Northern Caribbean University gives preference to qualified individuals who are members of the Seventh-day Adventist Church.**