

Office of the UofN International Registrars

Job Description

REPORTING RELATIONSHIP:

International Registrars report to a designated member of the Provost team.

ROLE:

The primary function of the International Registrar is to ensure the faithful and true recording, storage and retrieval of essential student records for an entire U of N region. Thus, the International Registrar must be thoroughly familiar with the U of N policies, past and present catalogues, and the outline of the specific International Registrar activities and functions.

The importance of reliable record keeping is firmly established in the following scripture passages:

Luke 1:1-4: "Many have undertaken to draw up an account [compile an account] of the things that have been fulfilled among us [things accomplished among us], just as they were handed down to us by those who from the first were eyewitnesses and servants of the word. Therefore, since I myself have carefully investigated everything from the beginning, it seemed good [fitting] also to me to write an orderly account [write it out in consecutive order] for you, ... so that you may know the certainty [the exact truth] of the things you have been taught" (NIV; brackets include NAS words)

2Co 4:2b: "by setting forth the truth plainly we commend ourselves to every man's conscience in the sight of God" (NIV).

Key principles are order and truth (verifiable facts): Academic administrators need to operate in both grace and truth. One without the other will either be too lenient or will kill (1Co 14:33,40 - orderly manner; John 1:17 - grace and truth are in Jesus).

Because of the centralized function dealing with all branches and schools in a region the International Registrar and staff can provide extremely valuable coordination and information or course offerings within the region. The International Registrar's Office should serve as a coordinating office for these activities in a U of N region.

SCOPE:

The International Registrar recruits, trains and maintains a staff that is dedicated to carrying out the functions of the International Registrar's Office; including training in office procedures, records, storage and generating reports and documents. Since new U of N programmes and interactions with other institutions could cause need for new or modified records policies, it is important that the International Registrar keep abreast of developments through the designated member of the Provost team so as to keep the records system current. In addition to maintaining reliable communication with all the schools in the region, the International Registrars must maintain regular communication with each other so that student records can be tracked reliably worldwide.

The designated member of the Provost team is responsible to oversee the general operation of the International Registrar's Office, and is the direct link for the International Registrar to the Provost and Vice President of Academic Affairs office.

RESPONSIBILITIES:

1. Process and route all FORM A course registrations to appropriate College/Faculty and Centre International Coordinating Offices

2. Verify, record and enter data from FORMS B, C1 and C2 for each registered course offered
3. Maintain all original hard copies of records in a secure location
4. Create and maintain secure backups of all International Registrar information
5. File all FORM D's and process with the Catalogue committee at the time of each reprint
6. Maintain listing of regional course offerings
7. Exchange regional course offerings with other International Registrar's Offices
8. Enter data and serve small bases or campuses that do not have a registrar
9. Receive course and student registration finances and monitor the payment status of each school.
10. Provide a yearly financial report of the International Registrar's Office to the Provost and Vice President of Operations in the appropriate format including a list of schools and locations which have not paid the student or course registration charges.
11. Send out student course completion certificates to school leaders upon reception of Form B with appropriate payment.
12. Facilitate the sending out of course affiliation certificates in conjunction with the International College/Faculty Dean or Centre Director upon approval of Form A's with appropriate payment.
13. Report to the appropriate International College/Faculty Dean or Centre Director any inappropriate or incomplete data for the College/Faculty or Centre to investigate.
14. Coordinate the distribution U of N Catalogues to each registered course location and for all registered students
15. Interface with school leaders as needed for appropriate processing of all Form A - D documentation.
16. Respond to student and school leader inquiries appropriately and keep College/Faculty and Centre Offices informed as needed.