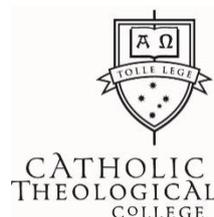# COLLEGE REGISTRAR

POSITION DESCRIPTION

Description

The Registrar leads and manages the College's Academic Records Office and its staff, and is responsible for all matters relating to student records. The Registrar supports the CTC's Academic Dean, Postgraduate Coordinator and Associate Dean (Research) by assisting with student enquiries, enrolment, course completion, and graduation procedures. The Registrar provides administrative advice to the College Executive and responds to operational planning goals. The Registrar represents the College on the University's Student Services Committee and contributes to the University's policy framework and quality assurance in relation to student services.

Organisational environment

The Registrar reports to the College Academic Dean, and work closely with the College Executive in the exercise of the key responsibilities. The Registrar leads and manages the Academic Records Office staff.

Conditions

Ongoing Part-time 0.6 FTE

HEW Level 7

Key Responsibilities

1. Undertake responsibilities set out by the University for College Registrars
2. Provide course advice and approve enrolment applications and variations, as directed by the Academic Dean, Postgraduate Coordinator and Associate Dean (Research)
3. Provide initial responses to enquiries from prospective students
4. Oversee credit transfer applications and related matters
5. Coordinate arrangements for examinations and student unit evaluations each semester
6. Review student records for eligibility to graduate and liaise with the OVC in preparing graduation lists and contacting graduands
7. Assist the Academic Dean in organising annual unit review process
8. Schedule units on the Unit Management System (UMS) and provide support to academic staff as required
9. Manage process for implementing decisions to cancel units by providing information to OVC, CTC staff, other Registrars and OVC
10. Maintain electronic folder of current forms and templates required by staff

11. Oversee the student record management database, in liaison with the Archdiocese Information Technology department
12. Assist in preparing for periodic reviews of CTC by the University of Divinity
13. Prepare the College Academic Calendar
14. Manage the College website, including coordination and publication of current student study information
15. Manage application process for student Academic Awards and Prizes, and advise OVC of annual prize winners for inclusion on transcripts
16. Oversee preparation of commendation letters for high achieving students
17. Liaise with OVC as required, especially on enrolment procedures and fee collection, and coordinate follow-up of outstanding tuition fee payments and FEE-Help applications.
18. Represent CTC on the University's Student Services Committee, and other committees as required
19. Liaise with CTC Learning Support Coordinator on matters related to the Student Services Committee
20. Monitor and review CTC administration policies and procedures to ensure consistency with University of Divinity policies and procedures
21. Monitor and report on ESOS compliance
22. Report to external agencies as required, including Centrelink and Copyright Agency Limited
23. Co-ordinate student orientation sessions and open days, in liaison with relevant staff and students
24. Attend meetings of the CTC Executive
25. Attend meetings of CTC Academic Board as non-voting participant
26. Other duties as directed

Selection Criteria: Qualifications, Skills and Experience

1. Extensive experience and demonstrated capacity to provide a range of administrative services at a senior level and ideally in a tertiary education setting.

2. Ability to achieve in both a team environment, as either a participant or leader, and as a sole operator.

3. Well-developed interpersonal and relationship building skills.

4. Ability to represent the College at a senior level on administration matters in both internal and external environments.

5. Well organised with an ability to work with limited direct supervision and supervise others.

6. Strong written and oral communication skills.

7. Well-developed computer literacy skills, particularly in Microsoft Word and Excel and with information management systems.

8. A capacity to support and further the aims and ideals of higher education in a Catholic setting: well-motivated to work for the Church and ideally possess a commitment to its values and practices.

Additional Information

1. Catholic Theological College is a college of the University of Divinity, located at 278 Victoria Parade, East Melbourne 3002, and undertakes education and research in theological studies and ministry training.

2. Further information on the College is available at www.ctc.edu.au

3. The Catholic Archdiocese of Melbourne is the employing authority of staff working at the College. CTC staff comply with the policies of the Catholic Archdiocese of Melbourne. CTC staff also comply with the University of Divinity Code of Conduct.