

## Vacancy Announcement (Re-Advertised)

<b>Position Title:</b>	<b>Registrar</b>
<b>Reports To:</b>	<b>Dean of Students</b>
<b>Location:</b>	<b>Kabul, Afghanistan</b>
<b>Vacancy Number:</b>	<b>AF-031-2019</b>

### AUAF Background

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's Registrar Office is seeking a qualified candidate for a full-time position as Registrar based in Kabul.

### Position Summary

The mission of the Registrar's Office is to assist students in achieving their educational goals at AUAF by maintaining and providing accurate records, by providing an effective registration process, and by evaluating students' academic progress according to established curricular requirements in compliance with academic policies.

The Registrar is to oversee the mission of the office by leading staff effectively in the planning and delivery of services and programs and collaborating with administrators, chairs, IT, and other staff to facilitate and improve services to students while protecting the integrity and security of student academic data.

Oversees all operations of the Registrar's Office as well as the hiring, training and development of Registrar's office staff. The Registrar collaborates with other campus leaders to design quality student services and protect student records.

### Duties and Responsibilities:

- Direct, mentor, and guide the Registrar's Office staff; work in collaboration with the office management staff to establish direction, priorities, and goals
- Responsible for institutional data reporting to assist with university-wide decision making and planning for student finance, curriculum alignment, enrollment trends/management, student life, staffing, alumni and facilities
- Responsible for the creation, collection, analyzing data from student, faculty, staff records to create predictive models to assist with planning
- Work closely and liaise with the Ministry of Higher Education to ensure that University policies are in line with Ministry requirements

- Creation of reports for government bodies (Afghan ministries and US agencies)
- Provide leadership and oversight in developing office policies and procedures to continuously improve services provided by the Registrar's Office, including:
  - Performing incoming transcript evaluation and recording
  - Maintaining effective registration processes
  - Processing grades
  - Certifying and reporting enrollment to internal and external entities
  - Tracking and clearing students for graduation; producing diplomas
  - Coordinate Commencement ceremonies
- Make data-informed proposals and decisions to contribute to the overall goals of the office and the university
- Oversee the development of the annual academic calendar
- Work with the different departments and division chairs to develop and implement academic policy and curriculum
- Function as the primary University data custodian for student academic records with responsibility for setting and implementing appropriate planning and policy-level standards
- Serve as the main resource to University departments and campus officials for institutional policies and practices relating to student academic records, particularly in regard to balancing the campus need for data access with the legal and ethical issues involved in records privacy and security
- Direct budget preparations and internal allocations for the Registrar's Office
- Participate in professional development activities including regional and national professional associations relating to college registrars and accreditation
- Serve on University academic and administrative committees and serve in other capacities as needed or directed by the University

### **Required Qualifications and Experience:**

- Master's degree in higher education administration or related discipline preferred
- Minimum of three years in a senior position responsible for student academic records and policy and procedures associated with those records
- Record of growth in professional responsibility that demonstrates logical analysis, problem-solving, innovation, and leadership; ability to analyze data and use statistics for inferences and actionable decisions
- Ability to move the office forward in the development of the profession including effective outreach to other university areas to promote student learning outcomes; ability to change culture; a clear understanding of trends, policies, and regulations related to the academic records environment
- Significant experience in the adoption and use of technologies to increase productivity and accountability within the records office; advanced understanding of relational database and ERP systems, preferably PowerCampus, including integration of self-service, learning management, and degree audit systems in a complex university setting
- Effective communicator with interpersonal and communication skills to interact verbally and in writing with diverse constituencies, including students, faculty, and administrators; to facilitate teamwork among staff and in committees; and to foster effective working relationships externally with schools, colleges, organizations, and agencies
- Requires a high level of confidentiality
- This position is located in Kabul, Afghanistan

**Required Skills:**

- Knowledge of policies and procedures of an academic environment
- High attention to detail
- Supervision of diverse staff team
- Cross-departmental collaboration
- Excellent command of the English language
- Excellent verbal and written communication skills
- Direct experience working within an American system of higher education
- Ability and knowledge in maintaining a high degree of professionalism
- Ability to operate a personal computer including Microsoft Office and other database platforms
- Problem solving and decision making

**Benefits and Environment**

This is an exceptional opportunity to work at a recently formed university in an emerging and rapidly changing society.

The American University of Afghanistan offers a generous benefits package that includes a competitive salary, air transportation, university-provided accommodation, and paid international health care insurance for international employees.

International faculty and staff live and work on AUAF's 50-acre main campus or on the 5-acre campus across the street. The AUAF campuses utilize state-of-the-art security infrastructure and protocols and are protected by a large professional security corps. Transportation between the adjacent campuses or to approved locations and the airport is by armored, guarded vehicles.

**Submission Procedure:**

Applicants must submit their resume and cover letter in one document to [jobs@auaf.edu.af](mailto:jobs@auaf.edu.af) Applications are accepted in English only. Please include "**Registrar**" in the subject line of your email.

Application Deadline:

All applications must be submitted on or before September 10, 2019. After reviews of the applications, formal interviews for the finalists will be set up.