

REGISTRAR

A. Job Purpose

The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students.

B. Dimensions

Role Relationships	
Internal	COO, Strategy and Marketing Director, Dean, Associate Dean, Academic Advisory Board, Student Services Manager, Development Manager, Communications Senior Specialist
External	School Career Counsellors, Academic Agents, Industry and Government Stakeholders, TECOM Group, Design Ambassadors, External Vendors

C. Principal Accountabilities/Key Results Area

- Facilitates effective student registration and enrollment.
- Builds secure student data files and sets policies and procedures for their responsible use, for current and former students.
- Manages efficient use of classroom space.
- Supervises and maintains the Student Information System and degree audit systems.
- Supervises the processes for the articulation of transfer credits, enrollment and degree verification, production of official transcripts, diplomas, and commencement ceremonies.
- Facilitates effective student course and program registration.
- Counsels and advises students, faculty, and staff on academic matters related to student academic progress.
- Interprets and enforces policies and regulations related to the registration and enrollment of DIDI students.
- Maintains up-to-date course schedules, catalogs, final examination schedules.
- Implements and maintains the DIDI timetable for classes and teaching.

- Advises students on graduation requirements.
- Notifies students and faculty of the timeline and processes for student registration.
- Notifies faculty and administration of the timeline and processes for student grades.
- Maintains up to date course schedules and catalogues.
- Preparation and communication of the calendar.
- Interprets and enforces policies as they pertain to regulations.
- Issues degree certificates.
- Prepares statistical data with student graduation numbers, program selection, retention rate etc.
- Contributes to DIDI profile raising and student recruitment initiatives.

D. Knowledge, Skills, Experience and Competencies

Minimum Qualification:	Bachelor's Degree
Experience:	<ul style="list-style-type: none"> • 5 – 7 years of relevant work experience in a registrar role, preferably within an Art and Design university setting. • Experience of working in a start-up environment desirable.
Job Specific Skills:	<ul style="list-style-type: none"> • Strong working knowledge of MS products (Excel, Word, PowerPoint) • Experience in maintaining CRM and Student Information Management systems • Familiar with UAE MOE regulations regarding reporting requirements. • Excellent written and spoken English skills. Arabic desirable.
Behavioural Capabilities:	<ul style="list-style-type: none"> • Meticulous attention to detail • Excellent organizational skills and ability to prioritize workload • Commitment to providing efficient support to DIDI Students and Faculty • Ability to multi-task • Excellent communication and interpersonal skills • Strong sense of diplomacy • Works with a sense of urgency • Adaptable and flexible in a start-up environment • Builds positive relationships (internal and external) • Understanding of, and sensitivity to, the UAE/GCC culture.

To Apply:

Submit a copy of your CV and a covering letter to employment@didi.ae.