University Registrar
American University of Sharjah

Job Title	University Registrar
Department	Registrar's Office
Institution	American University of Sharjah
	Sharjah, , United Arab Emirates
Date Posted	Nov. 21, 2024
Application Deadline	Open until filled
Position Start Date	Fall 2025
Job Categories	Other Administrative Categories
	Director/Manager
Academic Field(s)	Enrollment Management/Registrar
	Senior Administration
Apply Online Here	https://forms.aus.edu/242451791270859
Apply By Email	
Job Description	

Position Summary

The American University of Sharjah is seeking to fill the position of **University Registrar**, a key administrative leader responsible for overseeing the maintenance and integrity of all academic records along with associated student services. This role involves managing the Registrar's Office, ensuring compliance with academic policies, high quality customer service, and leveraging technological solutions to enhance the efficiency and accuracy of academic record-keeping and registration processes. As a result, the University Registrar plays a critical role in supporting the institution's mission. The University Registrar reports to the Vice Chancellor for Academic Affairs and Provost.

Job Responsibilities

- Leadership and Management:

- Lead and manage the Registrar's Office, including budgeting, hiring, training and supervising
- Develop and implement policies and procedures that ensure the accuracy and security of student
- Collaborate with academic departments to support curriculum management, scheduling, catalog development, accreditation and preparation of the Academic Calendar.
- Identify strategic priorities and initiatives for the office, in line with the University strategic plan.
- Student Services:

- Provide exceptional service to students regarding registration, records, transcripts and graduation
- Address and resolve student concerns related to academic records and
- Certify all student record documents related to degree completion and awarding the
- Oversee the Honors Convocation and

- Collaboration and Communication:

- Work closely with academic and administrative departments to support institutional goals and initiatives.
- Communicate effectively with students, faculty, staff and external partners.
- Serve on committees and task forces as required.

- Technological Solutions:

- Collaborate with the Information Technology Department for effective operation and use of student information systems (SIS) and other related technologies.
- Evaluate and recommend technological solutions to improve registration processes, data management and reporting.
- Ensure the effective use of electronic systems for course scheduling, grading and transcript

- Stay current with emerging technologies and best practices in higher education

- Compliance and Reporting:
  - Ensure compliance with local and international regulations regarding student records and
  - Support in the preparation of required institutional and external
  - Develop and maintain data integrity standards and conduct regular audits to ensure
  - Comply and stay current with best practices for Registrar's Offices as defined by AACRAO, American Association of Collegiate Registrars and Admission Officers.

Qualifications and Skills Required

- Master's degree in higher education administration, education, information systems or a related field.
- Minimum five years as a university registrar or as an associate registrar. Other relevant leadership experiences related to registrar's office operation will be considered.
- Have international experience in a registrar's office on a managerial role.
- Be able to serve the entire community, both inside and outside the university and can deliver services with accuracy, speed and accessibility of service.
- Can support the university's goals and mission along with the policies and procedures that govern the collecting, recording and releasing of an individual student's academic history, with attention to information delivery and privacy.
- Familiarity/experience with the latest applications and technological tools/software related to course scheduling software and reporting and analytics.

How to Apply

- Interested applicants should fill out the **form**.
- AUS alumni are encouraged to apply. Applicants who do not meet specified requirements will not be shortlisted. Only shortlisted candidates will be contacted.
- AUS is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, gender, religion, national origin, disability or marital status. Opportunities for employment are based solely upon one's qualifications.

Contact Information

University Registrar
American University of Sharjah

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

American University of Sharjah

Sharjah

United Arab Emirates