

Muscat College



كلية مسقط

Job Title:	Director of Admission and Registration
Job Reference:	Admin518
Reporting to:	Assistant Dean for Academic Affairs
Employment Mode:	Full Time

**Job purpose:**

The Admission and Registration Director recommends and carries out operating policies and procedures with a focus on facilitating the admission and enrolment of students in the College.

**Qualification:**

- Bachelor's degree in a student services related field, education or business or another related field.
- Five years of progressively responsible, professional level experience in higher education, in admissions/registration or student services, including two years of supervisory experience.

**Main tasks and responsibilities:**

- Plan, organize, maintain, and manage the processes and operations of admissions and registrations services for the College.
- Manage activities of the Admissions and Registrations department to include: planning, implementing, administering and evaluating projects and services that impact the College operations from an admissions/registrations perspective.
- Support in the development, implementation, monitoring, and revision of policies and procedures related to the Admissions and Registrations (A&R) functional areas.
- Disseminate appropriate information and counselling regarding admissions requirements and processes, financial aid applications, enrollment issues, or other procedures to the

prospective students, parents, guardians and other stakeholders.

- Develop strategies and respond to mandates concerning the changes in student admission and retention requirements.
- Establish and maintain dynamic relationships with administration, faculty, students, and college structure to keep abreast of the current programs, policies, innovations, and long-range planning.
- Build and maintain rapport with government agencies for matters concerning the Admissions and Registrations department.
- Ensure that the integrity of professional liaison is upheld with all stakeholders.
- Prepare the department operational plan aligned with the strategic plan of the college.
- Design and implement the various institutional forms used by the A&R.
- Administrate the college student's information system for the A&R module as well as the storage, maintenance, and security of students' academic records.
- Prepare statistical reports for the Ministry of Higher Education (MOHE) and the Ministry of Manpower (MOM).
- Monitor all communication (verbal and written) from MOHE and others in conjunction with the Dean's office.
- Coordinate the process of completing MOHE students' registration through HEAC website.
- Administrate the yearly Higher Education Statistical System (HESS) data (College definition, staff and financial data; and students' data) collection through the Higher Education Admission Centre (HEAC) website.
- Prepare and send stipend reports of registered MOHE sponsored students.
- Responsible for verifying various letters and official documents (students' progress reports, graduation notification and certificates) issued by the department.
- Prepare and present the general student induction programme in coordination with the student affairs department.
- Confirm and comment on student academic requests and appeals, as well as postponement, withdrawal and exit requests.
- Administrate the implementation of any new system in the A&R (Eg. SQA connect)
- Chair the departmental meetings.

- The DARD is a member of the -
  - College Executive Committee
  - Academic Steering Committee
  - College Board
  - College Timetabling Committee
  - Student Academic Grievances Committee

**Note: This is not an exhaustive list of duties and is subject to review on a regular basis.**

### **Skills required:**

#### **Demonstrated Skill in:**

- Strategic thinking;
- Manage change;
- People management (including performance management and development);
- Resource management;
- Interpret and apply applicable laws, rules and regulations;
- Compile and analyse data and prepare a variety of reports;
- Ensure compliance with applicable internal and external program requirements;
- Maintaining confidentiality;
- Research, analyze and apply relevant information to the development of departmental processes and procedures;
- Coordinate activities with other internal departments and/or external agencies;
- Prepare a variety of reports related to operational activities, including statistical analysis;
- Work with diverse academic, cultural backgrounds students and staff;
- Utilize computer technology used for communication, data gathering and reporting;
- Communicate effectively through oral and written mediums.

#### **Knowledge required:**

- Higher Education and student services;
- Advanced principles and practices in the area of college admissions, dual enrolment, registration and payment requirements;
- Supervisory principles;

- Budgeting principles and practices;
- Analytical methods and techniques;
- Needs assessment methods;
- Strategic planning principles;
- Project management principles and practices.