**JOB DESCRIPTION**

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| Job title: | Academic Registrar |
| Reports to: | Head of Education |
| Main job function: | Administration of OCRPL Student Learning Programmes |

Principal responsibilities:

* Oversight of student registration with accrediting universities.
* Responding to queries and resolving registration problems.
* Management of assignment submission procedures, provision of assignment templates/coversheets, checking on submissions, following up non-submissions, late submissions, and re-sits.
* Oversight of marking and second marking (incl. liaising as required), maintaining all relevant records and releasing marks/returning work to students.
* Coordinating the preparation of teaching materials.
* Answering academic administration enquiries from students and tutors.
* Be responsible for all student hospitality during study, arranging and advising for travel (as necessary) and accommodation, including general housekeeping, catering etc.
* Handle student complaints, appeals and regulations.
* Maintenance of Academic Records.
* Maintaining student academic records, ensuring that they are comprehensive and up-to-date, including marks, deadline extensions, programme and module registration, withdrawal/suspension of studies.
* Production and provision of class registers, ensuring these are used, returned and stored, and that any anomalies in attendance/record-keeping are made known to the Director of Studies.
* Providing regular and timely reports on all student academic records to the Director of Studies and Chair of Exam Board.
* Preparing enrolment data for invoicing.
* Recording of student academic records on the IT database.
* Support for Director of Studies in maintaining and developing IT provision, including VLE.
* Organize committee meetings to discuss periodically admissions, scholarships and academic content/qualifications, take minutes and implement any decisions.
* Maintain academic regulations, develop and implement academic policies and oversee the quality and standard of academic provision.
* Answering phone enquiries and managing general email account.
* Any other administrative tasks, as required for the smooth running of the course terms and conditions.

March 2021