College Registrar - Asia Pacific International College

- Drive excellence in student services
- Attractive salary package
- Sydney CBD location

Asia Pacific International College (APIC) is a recognised and renowned Australian Higher Education Institution providing accredited postgraduate degrees in business and project management as well as professional development and corporate training in Australia and overseas (see www.apicollege.edu.au for more information). The highest degree awarded by the College is the Master of Business Administration (MBA) with different majors. APIC invites applications for the position of College Registrar.

This senior role is crucial in the effective management of student affairs within the College, including admission, enrolment, progression and graduation of students, as well as alumni relations, applying the College policies and processes in a systemic manner. You will be leading a major functional area and will have responsibility for delivering and enhancing student administrative services in the College.

Your proven track record in delivering accurate and timely client services in a complex environment will be highly valued in this role. Your strengths will also reside in your ability to manage student systems and drive enhancements to ensure it meets the growing demand for enrolments in the College. Providing leadership, through strategic business planning, policy development and systems implementation, your success in this role will be complemented by your strong commitment to excellent customer service and student retention.

The role will incorporate (not exhaustive):

- Student records management from admissions to graduation
- Examination and graduation protocols
- Government and regulatory reporting requirements
- College-wide surveys measuring student and graduate experience
- Student Welfare Services including: Counselling and Student Disability support
- International student matters including reporting, visa issues, and compliance with relevant legislation
- Reporting related to retention, progression - both course and student - completions, attrition
- High level resolution of student appeals, grievances and disciplinary issues

The Essentials:

- A relevant degree in education or management or related area
- Demonstrated leadership and management skills at both strategic and operational levels, including effective management of financial and human resources
- Demonstrated extensive experience in senior management or Registrar roles in the tertiary education sector
- Ability to work effectively as part of a team as well as autonomously
- Demonstrated high level interpersonal skills including tact and diplomacy with all internal and external stakeholders
- Clear understanding of the principles of quality assurance and continuous improvement
- Awareness of and compliance with Work Health & Safety, Anti-discrimination and privacy legislation

The Desirables:

- Postgraduate degree at Masters Level, preferably in management or related area
- Demonstrated ability to drive and implement change

APIC is an equal opportunity employer. APIC reserves the right not to proceed with the appointment on financial or other grounds. APIC shall not be responsible for any application file lost in transmission or corrupted otherwise. The closing date for this position is 3 May 2013. APIC reserves the right to make an appointment prior to the closing date for operational or
other reasons. To be considered for this position you must be an Australian or New Zealand citizen or a permanent resident of Australia or New Zealand.

Please send your resume and the name and contact details of 3 referees to:

Principal Executive Officer  
Asia Pacific International College  
55 Regent Street, Sydney, NSW 2008  
Email: admin@apicollege.edu.au