

VACANCY ADVERTISEMENT

Institution	George Whitefield College (GWC)
Location	Muizenberg, Cape Town
Job Title	ASSISTANT REGISTRAR
Reporting to	Registrar
Closing Date	15 March 2024
Starting Date	As soon as possible, but negotiable

CONTEXT

A position is available for an Assistant Registrar who has a track record of excellent delivery in an academic registry environment or similar, and who has a passion for advising and guiding students. The successful candidate will share the College's theological standpoints, as well as the vision of expanding and building theological training within the African context.

THE COLLEGE

GWC is an evangelical theological college based in Muizenberg, a suburb on the False Bay coast of Cape Town. GWC equips men and women for Christian ministry in Africa through the following qualifications in theology:

- Higher Certificate in Theology (NQF 5)
- Bachelor of Theology (NQF 7)
- Bachelor of Theology Honours (NQF 8)
- Master of Theology (coursework) (NQF 9)
- Master of Theology (research) (NQF 9)

In addition, GWC offers various non-credit bearing learning options in Short Courses and a distance learning course called Explore. Through Explore, GWC engages in theological training in various African countries.

GWC is the official training institution for the [Reformed Evangelical Anglican Church of South Africa](#) (REACH SA).

GWC has +/-120 students enrolled in our accredited study options each year, with many students and some of their families living on campus in our student residences. Half of GWC's students come to GWC from outside of South Africa.

THE POSITION

An Assistant Registrar at GWC becomes part of the College community and whilst occupied primarily in the Registry department, may also be involved in College-wide projects and initiatives and student academic and learning support. This position is a critical support role to the Registrar who oversees GWC's national regulatory requirements and ensures compliance in the areas of admissions, student services, academic progress, policies, data management and reporting. The Registry department and the Assistant Registrar role interfaces often with the Faculty of the College, students and the external sending partners of students—thus there is a strong emphasis on relationship management with a variety of stakeholders, in a cross-cultural environment.

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KEY RESULT AREAS – OUTPUTS

- **Admissions and bursaries:**

Facilitate student admissions

Apply entrance requirements according to national admissions requirements

Facilitate faculty reviews of applicants

Co-ordinate annual Open Day

Undertake all communication to applicants, e.g. acceptance / decline letters, terms of bursaries, etc.

Update / develop the Prospectus and other student facing documents

Co-implement the student recruitment agenda

Watching brief on Student Information System features and development changes in the system

- **Registration:**

Develop and manage Orientation & Registration programme- coordinating staff and students involved

Recommend and oversee the extended orientation programme throughout the year

Facilitate information collection from all stakeholders

Manage module registration process and ensure compliance with academic regulations

Manage student services, including residential student services

- **Support for classes:**

Maintain module enrolment records

Responsible for set-up, updating and safeguarding of class lists and mark sheets

Exam administration

Training support to Faculty and staff for systems: Learner Management Systems/Student Information Systems

- **Record keeping:**

Secure student records (in the Student Information System, Learner Management System and hard copy files)

Provide transcripts to current students and alumni

Policy implementation on results/record management

Data integrity checks

Design and implement systems for accurate record keeping

- **Reporting:**

Manipulate and analyse data for reporting using advanced Excel, ensuring high level accuracy and relevancy to stakeholders, with short turnaround times

- **Policies and regulations:**

Interpret and apply national regulatory policies to areas of work

Interpret, apply and contribute to the development of institutional policies

- **Events support**

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Where required, provide event planning support

PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Excellent communication and interpersonal skills (written and oral – including doing presentations and producing reports)
- Track record of strong planning and organising skills
- Have a passion for detail and accuracy and be very comfortable working with numbers / finances / budgeting
- Be energised by dealing with people
- Be a strong team player
- Be a committed Christian and be active in a local church
- Be very comfortable in a multi-cultural environment
- Desire to learn and develop
- Ability to cope under pressure

QUALIFICATIONS AND EXPERIENCE

- At least a Bachelor's Degree in an appropriate field of study (Commerce, theology, corporate governance, or similar). A Bachelor of Theology will be an advantage.
- 5 or more years' experience in an academic registry function or similar
- Advanced MS Skills (Word, Excel, Powerpoint)
- Learner Management System, Canvas, knowledge would be an advantage
- Financial experience would be a distinct advantage
- Experience in a multi-cultural environment will be a distinct advantage

BEHAVIOURAL COMPETENCIES REQUIRED

- Decision making
- Planning and organizing
- Information monitoring
- Initiating action / ownership
- People focus with ability to build relationships with a variety of stakeholders
- Communication skills
- Problem solving

REMUNERATION

Subject to negotiation. Remuneration package commensurate with qualifications, experience and the College remuneration model

APPLICATION PROCESS

GWC welcomes applications from all suitable candidates. In line with the organization's transformation objectives, applications from designated groups are especially encouraged.

Please send CV and application letter to mdefreitas@gwc.ac.za

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The College reserves the right not to make an appointment should a suitable candidate not be found.