



**COUNCIL OF LEGAL EDUCATION**  
**Eugene Dupuch Law School**

**JOB VACANCY**  
**ASSISTANT REGISTRAR (ADMINISTRATION)**

Applications are invited from suitably qualified persons for the post of **Assistant Registrar (Administration)** at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education.

The Assistant Registrar (Administration) will offer support to the Law School in relation to all matters connected to student affairs and the day-to-day operations of the Office of the Registrar.

**MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

- A first degree in Management or equivalent from a recognized institution.
- At least three (3) years' experience in supervisory management.
- Postgraduate qualification in Management or equivalent is an asset.

**Knowledge**

1. Comprehensive understanding of higher education and administration processes, including but not limited to student admissions, records management and customer service standards.
2. Working knowledge of business/state protocols and etiquette.
3. Working knowledge of modern office procedures and methods, including record-keeping.
4. Working knowledge of the development and documentation of policy and procedures.

**Skills**

1. Demonstrated computer literacy and proficiency in the use of Adobe scanning software and Microsoft Office Suite with an emphasis on Word, PowerPoint, and Outlook.
2. Excellent customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
3. Excellent interpersonal skills, with the ability to relate effectively to persons at all levels.
4. Strong oral and written communication skills.
5. Strong supervisory management skills in order to manage all areas of responsibility effectively, especially in the absence of direct supervision.
6. Strong problem solving and analytical skills.
7. Excellent time management skills.
8. Strong organizational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
9. Good counselling techniques to provide effective guidance as relevant.
10. Demonstrated team player, having the ability to work effectively with others to achieve a common goal.

**Attitudes**

1. Exercises a very high level of confidentiality, diplomacy, and tact at all times.
2. Is an independent and quick thinker, self-starter, self-motivated, hardworking, responsible, accountable, and energetic and has a positive approach to work and other activities of the Law School.
3. Is able to work under pressure while exercising patience and tolerance.
4. Pays keen attention to detail and accuracy in work.

### **Student Admissions, Registration, and Assessment**

1. Monitors all applications for admission to the Law School to ensure completeness and timeliness. This includes ensuring fees are paid and initiating contact with applicants to acknowledge receipt and advise of missing documents. Also, at various intervals the Registrar, Principal and Senior Tutor should be made aware of the progress of applications or any irregularities.
2. Follows up with the Assistant Registrar (Finance & Accounts) to ensure thorough communication with entrance examination candidates inclusive of payment of fees, timeliness of submission of results.
3. Works with the Registrar and the Assistant Registrar (Finance & Accounts) to coordinate the logistics and flow of registration.
4. Assists with process of grading of assignments, from collection of assignments to timely receipt of grades from each marker.
5. Coordinates the invigilation team for both May and August examinations and oversees the process.
6. Assists with the preparation of documents for examination committee meetings.
7. Serves on the Examination Committee in the absence of the Registrar.
8. Tests 10% of attendance registers weekly.
9. Tests 100% of grades for each assignment/examination, every time.
10. Liaises with the Chief Immigration Officer with respect to students from other territories.
11. Assists with the review process by ensuring completeness of relevant form, collection of fees and timely submission to the Review Committee.

### **Student Services/Alumni Relations**

1. Administers the Law School's student counselling support services.
2. Establishes and maintains a formal complaints and appeals service for students.
3. Liaises with the Students' Association regarding events for students and provides the necessary guidance.
4. Coordinates travel arrangements for teams travelling on behalf of the Law School.
5. Assists with Alumni relations.
6. Manages student services such as transcript requests and delivery.

### **Event Planning**

1. Coordinates various events for students and the Law School inclusive of graduation, dining, distinguished lecture, local seminars, workshops, moots, and clinics, etc.
2. Spearheads the planning and execution of the annual graduation ceremony.
3. Assists with travel arrangements for the entire team of participants for various Council meetings, as needed.
4. Develops and maintains standard operating procedures for all recurring events.
5. Assists with managing the daily activities of the Secretariat when EDLS hosts Council meetings.

### **Archives Management**

1. Manages the student record archives including transcripts and other documentation regarding their academic performance.
2. Creates and maintains an effective archival/records management system.
3. Manages the digitization and redundancy of records.

### **Professional**

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Is compliant with the Council of Legal Education Regulations and EDLS organisational policies and procedures.

3. Maintains professional conduct and manages workplace issues based on the EDLS' core values, policies, and procedures.
4. Promotes healthy working relationships with co-workers and external stakeholders.

#### **Other Duties**

1. Processes immigration paperwork for students and staff, as necessary.
2. Assists with the development of policies and procedures for the Office of the Registrar in general.
3. Attends and supports official events of the Law School and of the Council.
4. Contributes to the institutional life of the Law School.
5. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan.
6. Supervises Receptionist and Messenger.

#### **Reporting Relationships**

Reports directly to the Registrar.

#### **The Application**

A letter of application, curriculum vitae and supporting documents, a police certificate of good character and references from three (3) referees should be emailed not later than **Monday, May 20, 2024** to [HR@edls.edu.bs](mailto:HR@edls.edu.bs).

**The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.**