

ACADEMIC REGISTRAR

The Sydney College of Divinity (SCD) seeks an Academic Registrar to coordinate student support and administration across the consortium of teaching bodies delivering SCD undergraduate and postgraduate awards. Duties include student policy development, implementation, and review; student achievement tracking and analytics; compliance and reporting; competitor analysis; leadership of the SCD Registrar network; and graduation arrangements.

The successful candidate will have at least a Bachelor's degree in any area; strong administrative experience, preferably in Higher Education, including time management skills to meet deadlines; solid experience in use of student databases; and the ability to provide practical support to the registrars of the teaching bodies.

NB: The student database currently in use is EduPoint, but this is to be replaced by Paradigm by mid-2019. The successful applicant will be supported to acquire the necessary level of familiarity with both systems. Existing familiarity with either system or both would be an advantage.

The person appointed will have good interpersonal and communication skills, support the Christian mission of the College, and work cooperatively with others in an ecumenical context.

A person with higher academic qualifications may wish to negotiate arrangements to include ongoing research or other academic activity.

The position may be full-time or 0.8 EFT and is based in the Office of the Dean. The starting salary is \$84,887-\$100,057 pa full-time or pro rata (plus employer contribution of 14% for superannuation), depending on qualifications and experience, with an initial three-year contract.

The person appointed will be expected to start 2 January 2019.

Application deadline: Friday 7 December 2017.

Enquiries and full position description: Prof. Diane Speed, Dean and CEO, dianes@scd.edu.au.