



Position Title	Registrar
Position Level	Pay Scale 3 of the Conditions of Service
Position Status	Term Based Position
Reports to	Dean

Job purpose

The Registrar at the JSW School of Law is the Head of the Office of the Registrar that oversees three critical areas for any educational institution: Student Admissions, Records, and Graduation; Outreach and Institutional Development; and Planning, Monitoring, and Evaluation. The position of the Registrar is a term-based position with an initial term of five years, appointed by the Dean, and accountable to the Dean. The Registrar is also accountable, through the Dean, to the Governing Council.

The position of the Registrar at JSW School of Law is one of the only other positions besides the Dean that was created through the provisions of the Royal Charter and the Statutes.

Duties and responsibilities

The duties are as follows:

i. Be the principal adjutant of the Dean in all matters pertaining to the following administrative duties of the law school:

1. Student Admissions, Records, and Graduation (SARG)

This Division is responsible for the following tasks:

- a. Advise students on issues such as course selection, progress toward graduation, and career decisions;
- b. Oversee and Participate in student recruitment, selection, and admission, making admissions recommendations when required to do so;
- c. Review registration statistics, and consult with faculty officials to develop registration policies;
- d. Confer with other academic staff to explain and formulate admission requirements and course credit policies;

- e. Direct scholarship, fellowship, and loan programs, performing activities such as selecting recipients and distributing aid;
- f. Direct activities of administrative departments, such as admissions, registration, and career services.

2. Outreach and Institutional Development (OID)

This Division is responsible for the following tasks:

- a. Direct, coordinate, and evaluate the activities of personnel, including support staff engaged in administering academic institutions, departments, or alumni organizations;
- b. Promote the university by participating in the community, state, and national events or meetings, and by developing partnerships with industry and secondary education institutions;
- c. Direct and participate in institutional fundraising activities, and encourage alumni participation in such activities;
- d. Coordinate the production and dissemination of university publications, such as course catalogs and class schedules;
- e. Write grants to procure external funding, and supervise grant-funded projects.

3. Planning, Monitoring, and Evaluation (PME)

This Division is responsible for the following tasks:

- a. Formulate strategic plans for the institution and coordinate monitoring and evaluation against the strategic plans;
- b. Establish operational policies and procedures and make any necessary modifications, based on analysis of operations, demographics, and other research information;
- c. Prepare reports on academic or institutional data, such as, but not limited to Annual Reports, statistical reports, graduate employment, and tracer study reports;
- d. Coordinate the Quality Assurance review of all educational programmes and services at the college in consultation with the Academic Council;
- e. Coordinate the review of curricula, and recommend curricula revisions and additions in consultation with the Academic Council;

- f. Consult with government regulatory and licensing agencies to ensure the institution's conformance with applicable standards. (such as institutional and programme accreditation requirements);
- g. Coordinate the review of policies and regulations of the JSW Law, as required.
- ii. Represent institutions at community and campus events, in meetings with other institution personnel, and during accreditation processes;
- iii. Appoint, with the approval of the Dean, the staff of the Office of the Registrar upon the recommendation of the selection committees appointed for that purpose in a prescribed manner;
- iv. Supervise, manage, and initiate disciplinary action against such employees in accordance with such procedure as may be prescribed;
- v. Unless otherwise provided for in the Statutes or the appropriate regulations, be Secretary of all important organs, committees, and other bodies of law school, noting and maintaining the minutes of the meetings;
- vi. Be the custodian of records, common seal, and such other property of the law school as the Dean or the Governing Council shall commit to the charge of the Registrar;
- vii. Be an ex-officio member of the Management Board, and advise the Dean on matters pertaining to the administrative functioning and matters of the Office of the Registrar;
- viii. Perform other duties as assigned by the Dean.

Qualifications

- i. Post-Bachelor degree in a related field, most preferably Educational Administration;
- ii. Minimum four years' experience in academic administration;
- iii. Training in related areas of educational administration or management is desired.

Skills and abilities

The candidate:

- i. Must demonstrate excellent organizational, leadership, presentation, and interpersonal skills;
- ii. Must be fluent in spoken and written English and Dzongkha;
- iii. Must have high integrity, dependability, and cooperation.

- iv. Must be attuned to detail and insistent on correct information and data, both verbal and written;
- v. Must have demonstrated experience in managing complex operations and systems;
- vi. Must demonstrate strong computer skills and familiarity with the use of various platforms such as (but not limited to) email service providers, School Information Systems, virtual conferencing platforms (such as zoom), and database software;
- vii. Must be able to formulate, review, and recommend policies and procedures;
- viii. Must demonstrate proven commitment to multiculturalism and working with diverse students and staff;
- ix. Must demonstrate the ability to consider the relative costs and benefits of potential actions to choose (or recommend) the most appropriate one;
- x. Must be able to lead and manage teams effectively;
- xi. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects is desirable.

Working conditions

The employee agrees to promote the vision and mission of JSW Law. The candidate will be working at the JSW Law located at its permanent campus at Pangbisa, Paro.

The working hours shall be as per the Conditions of the Service. Travel may be necessary as approved by the Dean.

Direct reports

- Head of Planning, Monitoring, and Evaluation;
- Head of Outreach and Development;
- Head of SARG;
- All staff under the Office of Registrar.

Approved by Management Board/HRC:	11th meeting
Date approved:	07.11.2022
Reviewed:	