



Vacancy Announcement

Margibi University
(formerly Harbel College)

Position Title: Dean of Admissions

Division: Student Affairs

Reports To: Vice President for Student Affairs

Salary / Benefits: Commensurate with position and experience

Closing Date: October 16, 2024

How to Apply: Email CV, Credentials, Contacts for 3 References, and Cover Letter to: hr@hc.edu.lr

Position Summary:

Working under the supervision of the Vice President for Student Affairs, the Dean oversees all functions of the department of Admissions, Records and Registration. The incumbent will provide leadership for the management of Admissions activities; and manage all functions related to the strategic enrollment management, outreach, international student admissions. The individual will have strong supervisory skills, with the ability to provide leadership and oversight, and set priorities for admission, records and registration activities. The successful candidate will collaborate with Academic Affairs in meeting established goals. The Dean of Admissions is a member of University Council.

Position Responsibilities:

- Provides leadership, oversight and effective supervision for all functions within the department, including semester and annual reports with statistical and other data as may be required.
- Supervises the preparation and updating student ledgers on a semester basis; and makes available student records for other requirements.
- Designs, develops and or enhances a secured electronic filing system, and ensures that Ledgers, Grade and all other documents are accurately, timely and properly retrievable.
- Responds to, and assists with responding to student inquiries about registration, transient student processes, dual enrollment processes, general registration, schedule requirements, tuition and fees, and program change processes.
- Provides supervision in processing incoming applications, and be responsible for the accurate processing of all related admission and registration documents.
- Works with appropriate units in processing basic graduation documents
- Reviews graduation applications, and ensures processing for preliminary and final clearances.
- Provides final review and approval for transfer credits in collaboration with academic departments; and ensures the evaluation of credits earned for degree completion and or graduation.
- Oversee the University's admission requirements, including requirements for students transferring from other institutions
- Perform other duties as assigned by supervisor



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Minimum Requirements:

- Possess a Master's degree in education administration or related fields, plus demonstrated knowledge, competence and considerable experience in admissions and enrollment management, and at least three (3) years of related experience is required.
- An advanced degree in other discipline with undergraduate degree in educational administration shall be considered.
- Must be able to perform essential duties within the department satisfactorily representative of the knowledge, skills, and abilities required.
- Has the ability to read, analyze, and interpret student transcripts
- Must have excellent verbal and written communication and managerial skills; and the ability to formulate and articulate policies, procedures, expectations, and practices.
- The successful candidate will have the ability to use technology efficiently and appropriately for admission, records and registration.