



Position Description - Registrar

Description and Selection Criteria

Lincoln Education Australia (LEA)

Lincoln Education Australia is a values-based, not-for-profit institution offering innovative, contemporary courses and exceptional teaching in a high-quality, multi-cultural learning environment with modern facilities and wide-ranging academic and learning support services. LEA promotes a culture of performance excellence through regular professional learning activities and leadership programs.

The Lincoln Education Australia vision is to become a world-class provider of higher education committed to preparing graduates with advanced knowledge and skills for career success, for transforming society and for responsible global citizenship. Our mission is to advance knowledge and scholarship, prepare students as critical and creative thinkers capable of responding to real-world challenges, develop leaders, inspire entrepreneurs and promote lifelong learning.

LEA begins operation in 2023 with a Bachelor and Masters degree that combine Business, Information Technology and Cyber skills. **These are entirely new degrees developed in collaboration with leading Australian and international academics drawn from business, IT and cybersecurity studies.** This position offers an exciting opportunity for the successful applicant to contribute knowledge, creativity and energy to operationalise LEA's vision and mission during the inaugural year and to and shape future directions.

Position Purpose

The Registrar provides executive support to the COO, CEO, Academic Dean and Course Coordinators to implement LEA's strategy and manages LEA's relationship with students from enrolment to graduation, including initiatives directed towards improving the student experience. The Registrar provides leadership and management of the relevant operations of LEA, coordinates the admissions, enrolment and graduation of students, within the broad parameters of LEA strategic directions, in accord with LEA mission and Strategic Plan 2021-26. The Registrar provides advice and support to the COO and works closely with management of LEA. Promoting and fostering an organisational culture of high quality education, embracing cultural diversity, instilling humane values, and intercultural awareness.

Position Description

The Registrar is appointed on a five-year renewable contract basis and is responsible for the delivery of responsive, proactive and consistent administrative and management support to enable the academic outcomes of LEA. The Registrar



reports to the COO and in collaboration with the Academic Dean, Course Coordinators and the Student Experience Manager contributes to the strategic development and management of LEA's academic offerings and services to students.

The level of appointment is dependent on qualifications and experience. Academic equivalency is assessed on a combination of formal qualifications and professional experience. The minimum requirement for the Registrar is academic qualifications with relevant professional or practice-based experience at Australian Qualifications Framework or AQF Level 8 (equivalent to a Bachelor or Master degree and a minimum of five years of related experience).

Responsibilities and Duties

The responsibilities and duties of the Registrar include:

- Overseeing and ensuring efficient and effective management of student admissions, enrolment, graduation and records management;
- Ensuring that these operations are consistent with LEA policies and plans, including privacy, confidentiality, copy rights, security and safety and also in accordance with the required government legislations and laws;
- The development and implementation of the yearly academic calendar and timetables;
- Efficient coordination of the new students' intake and registration, including student verification and certificates, assessments, arrangement of special exams, credit transfers, Recognition of Prior Learning (RPL) support services and provision of admission letters;
- Efficient preparation, approval and issuance of various documents related to student academic certificates and transcripts;
- Coordinating and overseeing student activities including convocation ceremonies and alumni activities;
- Respond to student enquiries and resolve appropriately any issues or complaints related to student admissions and academic matters;
- Effective and efficient maintenance and appropriate reporting of various data and records related to student admissions, enrolment and graduation;
- Managing and supporting the selection, recruitment, development, and evaluation of relevant reporting staff in conjunction with the HR Manager;
- Supporting the sustainability of LEA, public relations and marketing of courses;
- Participate and support in LEA's activities and various committees as needed;
- Any other duties that the COO and the Management might give from time to time.



Essential Selection Criteria

- Bachelor or Master degree within a related discipline;
- At least 5 years of administration related experience preferably in managing students in a higher educational institution;
- Proven ability required for managing and ensuring smooth running of a higher education institution;
- Excellent leadership, organisation, communication, time management and problem solving skills and ability to plan and prioritise, organise and manage;
- Passion for sustainability and the environment; and
- Highly developed interpersonal, team and stakeholder management skills, as well as excellent communication and presentation skills.

Desirable Selection Criteria

- Previous experience working with international students is highly regarded;
- Experience in a higher education environment is preferred.

Equity and Diversity

LEA is an equal opportunity employer. Equality of opportunity and access is a critical priority for LEA. All LEA staff are wholly committed to equal opportunity in education, employment, and the welfare of students and staff. All staff at LEA are recruited and promoted on merit.

Occupational Health and Safety (OHS)

All staff recruited to LEA are inducted into a safe and healthy working environment. All staff at LEA are required to take all reasonable precautions for their own health and safety and that of other personnel who may be affected through their conduct. All staff are required to understand OHS responsibilities applicable to their position in LEA. Additional OHS responsibilities apply for staff supervisors, Managers, and other senior LEA personnel.

Reporting Relationship

The Registrar reports to the COO and works closely with the Academic Dean and the Student Experience Manager.

Direct Reports

The staff reporting to the Registrar include Admissions Officers and Academic Services Officers.



Remuneration Package

An attractive package is negotiable and includes superannuation and other benefits that go with the position. Professional development as applicable will be provided.

For queries, please contact

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Stating the job title in the Subject line