

Assistant Academic Secretary (SPA)

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Deputy Academic Secretary (Student Planning and Assessment)

Reports to: Academic Secretary

Responsible for: Student Planning Statistics, Student and Staff Statistics Book, University Timetable Allocations, Examination Arrangements (including: Timetabling, Appointment of Examiners for Undergraduate Degrees, Pass lists and Examination Concessions), Student Archives, Programme/Course Codes, Central Student Records, Registration and Transcripts.

Job definition: provides academic counseling and administrative support, and co-ordinates preparations for institutional review processes and other procedures designed to measure the University's performance.

Main duties and responsibilities include, but not limited to the following:

1. Maintaining all official student and alumni records and information
2. Assisting the Academic Secretary and other professional staff in design, work process development and maintenance activities related to the implementation of an effective registration system
3. Prepares relevant documents and statistical reports on Regent Ghana's educational activities for onward submission to the National Accreditation Board and other affiliated educational institutions
4. On behalf of the Academic Secretary interprets registration policies to faculty and students
5. Counsels transfer students on how their transfer credit will apply toward their degrees
6. Coordinates the evaluation of transfer students giving them credit for comparable course work taken at other institutions
7. Assist with the development, design, implementation and maintenance of records management systems and practices, including developing and maintaining retention schedules
8. Assist with the development and dissemination of good practice in records management
9. Assist with reviewing, monitoring and advising on departmental records management systems and practices, taking into account external developments in good practice
10. Monitoring external legal and good practice developments in relation to data protection issues, and advising on the incorporation of these into University policies and practices
11. Planning and Preparations of Examinations, time table and accommodation
12. Keeping examination control chart and examination materials
13. Obtain or draft examination papers, safety of examination papers and related materials
14. Maintaining stock of old examination papers
15. Ensuring minimum cheating in the examination process
16. Maintain/keep records/data of all students' examination process
17. Sends copies of student's evaluation to the deans of the schools of the student
18. Maintaining a website at www.regentghana.org/spa
19. Compiling data, such as class schedules and graduation requirements, for publication in university bulletins and catalogues
20. Acting on behalf of the Academic Secretary in his absence
21. Undertake administrative and other duties as assigned

Director/Coordinator (ESS)

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Director/ Coordinator (Educational Support Service)

Reports to: The Office of the President

Responsible for: Freshers Orientation, Career Development, effective use of e-learning technologies, Health and fitness programmes, student vacation placement and internship, undergraduate catalogue, university-industry relations, students progress, information on students occupational background, students' community service and environmental consciousness activities.

Job definition: supports classroom and non-classroom academic activities in order to ensure academic excellence and holistic development of students.

Main duties and responsibilities include, but not limited to the following:

1. Providing assistance and consultation to the Academic Office in the implementation, refinement, and evaluation of the Student Tracking System, tracks and monitors the academic progress of bursary-holding students
2. Provide information for the university's undergraduate catalogue and other printed academic materials
3. Developing and maintaining relationships with alumni and potential employers
4. Supporting the planning and coordinating of special events for students
5. Serving as academic liaison to Students' Parliament, Career and Advisory Service (RCAS), Alumni and Partner Universities where Regent Ghana students are on exchange programme
6. Developing and maintaining databases of employers, students and programme information, ensuring accuracy, current data and proper coding
7. Expediting the collection and utilization of information about current occupational backgrounds of all students
8. Assisting the Regent Ghana Career Advisory Service (RCAS) in organizing at least two high profile career fairs every year and periodic career-oriented programmes with employers to support students with their career planning
9. Serving as a resource person for academic workshop/programme participants and faculty
10. Coordinating the Freshers Orientation programme which includes various academic skills enhancement workshops, such as Term Paper writing skills, résumé writing, basic IT training, the use of e-learning technologies, etc
11. Ensuring the effective use of the Regent Ghana eCampus by all faculty members and students and provide weekly reports on the status of e-learning in the university
12. Keeping class and chapel attendance records
13. Coordinating teaching skills enhancement workshops to newly recruited lecturers
14. Coordinating the running of the Health and Fitness course, enforces fitness programme policies for new students and maintain knowledge of pertinent research in the area of Health and Fitness
15. Interacting and exchange information with Ghana's top graduate recruiters and many local companies
16. Providing up to date information about sponsorship and funding opportunities, competitions, entrepreneurship, training courses, skill development and work experience, open days and technology exhibitions
17. Coordinating the Office Practice Simulation programme for final year students
18. Overseeing student vacation placement and final internship in industry
19. Supervising periodic Community Service programmes for students, for example, environmental cleanliness exercises, University Student Advisors Programme for Secondary Schools, etc
20. Overseeing the academic welfare of international students in Regent Ghana

21. Keeping a diary of all activities of the Educational Support Service Unit
22. Carrying out miscellaneous academic tasks and other duties as assigned

Assistant Coordinator (ESS)

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Assistant Coordinator (Educational Support Service)

Reports to: Director (Educational Support Service) through the Coordinator

Responsible for: Freshers Orientation, effective use of e-learning technologies, Health and fitness programmes, student vacation placement and internship, undergraduate catalogue, students progress, information on students occupational background, students' community service and environmental consciousness activities.

Job definition: supports classroom and non-classroom academic activities in order to ensure academic excellence and holistic development of students.

Main duties and responsibilities include assisting the Coordinator in the following:

1. Providing assistance and consultation to the Academic Office in the implementation, refinement, and evaluation of the Student Tracking System, tracks and monitors the academic progress of bursary-holding students
2. Developing and maintaining relationships with alumni and potential employers
3. Supporting the planning and coordinating of special events for students
4. Serving as academic liaison to Students' Parliament, Career and Advisory Service (RCAS), Alumni and Partner Universities where Regent Ghana students are on exchange programme
5. Developing and maintaining databases of employers, students and programme information, ensuring accuracy, current data and proper coding
6. Serving as a resource person for academic workshop/programme participants and faculty
7. Coordinating the Freshers Orientation programme which includes various academic skills enhancement workshops, such as Term Paper writing skills, résumé writing, basic IT training, the use of e-learning technologies, etc
8. Ensuring the effective use of the Regent Ghana eCampus by all faculty members and students and provide weekly reports on the status of e-learning in the university
9. Keeping class and chapel attendance records
10. Coordinating teaching skills enhancement workshops to newly recruited lecturers
11. Coordinating the running of the Health and Fitness course, enforces fitness programme policies for new students and maintain knowledge of pertinent research in the area of Health and Fitness
12. Coordinating the Office Practice Simulation programme for final year students
13. Overseeing student vacation placement and final internship in industry
14. Supervising periodic Community Service programmes for students, for example, environmental cleanliness exercises, University Student Advisors Programme for Secondary Schools, etc
15. Overseeing the academic welfare of international students in Regent Ghana
16. Carrying out miscellaneous academic tasks and other duties as assigned

Chaplain

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Chaplain

Reports to: The Office of the President

Responsible for: the spiritual oversight of both students and staff of the Regent-Ghana community; coordinating activities that promote holistic development of members of the community; the spiritual upliftment, welfare and growth of the community; providing support services to other related bodies in the university; organise revival services for the spiritual renewal of the university community. Thus the chaplain plans, coordinates, and directs a comprehensive program (of worship, religious activities and programs) to meet the religious and spiritual needs of the entire university community

Job definition: provides pastoral oversight, guidance, care and counseling, and administrative support; coordinates with the Guidance and Counseling department in providing advisory function for both staff and students.

Main duties and responsibilities include, but not limited to the following:

1. Supporting all students and staff, and provides friendship, pastoral care and spiritual guidance to all members of the university community
2. Developing and maintaining activities related to the spiritual health of the Regent-Ghana community and sees to their implementation
3. Preparing relevant documents and statistical reports on all spiritual activities in the University for Submission to the President, Provost and wardens of the various societies
4. Providing a listening ear of complete confidentiality and the promise of respect for all members of the university community irrespective of religious convictions or beliefs
5. Creating an atmosphere of Christian fellowship that enables both non-Christians and Christian believers find home in our Christian environment as members of the same family
6. Preparing, organizing and mobilizing members of the community for regular Christian worship at designated centres
7. Planning and implementing regular prayer/retreat programmes for the university's spiritual life
8. Planning, maintaining, implementing and co-coordinating devotional services on-campus and in the various hostels to ensure students' life align with the Christian ideals espoused by the university
9. Liaising with Christian organizations on behalf of the university on matters of mutual interest.
10. Liaising with external bodies on matters that concern the community's spiritual welfare
11. Offering expert knowledge on both spiritual and secular matters by maintaining a regular and deliberate attitude of research
12. Representing the university on religious matters of national interest
13. Liaising with the Guidance and Counseling Co-coordinator to provide advisory functions to members of the community through educational programmes, work-related and family-related counseling in addition to the normal performance of devotions and chapel services
14. Under special circumstances provide support for funeral services, marriage services and other relational activities in conjunction with other ministers of the Gospel of Jesus within or outside the university community
15. Creating forums for members of the community to share their ideas, aspirations, fears, anxieties and insights on issues, pray and seek peace for the nation and the university community
16. Co-coordinating gifts from the university to the needy in the various communities and locations in the country
17. Liaising with appropriate and respective authorities for the purpose of organizing and co-coordinating visitations to hospitals, bolster homes, orphanages, prisons, widows, and old age homes, etc.

18. Liaising with the Guidance and Counseling Co-coordinator in organising seminars on personal hygiene, body care, dress code of the university and relationships (dating, courtship, marriage, etc)
19. Shall be a member of the Disciplinary Committee when necessary
20. Shall be a member of the Scholarship and Awards Committee
21. Shall serve as budget officer for campus ministry and related budgets.
22. Performs related duties as assigned.

Counseling and Welfare Coordinator

JOB DESCRIPTION - DUTIES AND RESPONSIBILITIES

Title of Post: Counselling and Welfare Co-ordinator

Reports to: Provost

Responsible for: the relational, psychological, emotional and physical development of both staff and students of the Regent-Ghana community; co-ordinating activities that promote holistic development of members of the community; interacting with students and staff to assist them in making relevant and informed decisions for their welfare; organising forums to educate members of the Regent-Ghana community on health, relational and other related matters.

Job definition: provides advisory oversight by offering guidance, care and counselling support to members of the university community; co-ordinates with the Chaplain in providing pastoral care to both staff and students of the university community.

Main duties and responsibilities include, but not limited to the following:

1. Supporting all students and staff by providing them with professional guidance, counselling and care in the learning/study situation
2. Developing strategies for enhancing good, responsible and healthy staff/staff, student/student, and staff/student interpersonal relations
3. Developing and maintaining activities that enhance the emotional, psychological and relational developments of all members of the university community
4. Liaising with external organisations and bodies on behalf of the university in matters that fall under his or her purview.
5. Providing pastoral counseling services to students dealing with questions of faith, grief and any range of issues or matters calling for support.
6. Organising forums to educate members of the university community on current issues that may be deemed necessary and helpful for the health of the university
7. Providing advisory support to management on student/student, staff/staff, and staff/student relations
8. Providing students/staff with career guidance and relational development and maintenance, especially in marital matters
9. Liaising with the Chaplain to provide advisory functions to members of the community through educational programmes, work-related and family-related counselling
10. Liaising with the Chaplain in organising and co-ordinating visitations to hospitals, bolster homes, orphanages, prisons, widow's home and old age home
11. Preparing relevant documents and statistical reports on all activities that fall under his or her purview for submission to the President, Provost and Wardens of the various societies
12. Liaising with student representatives in parliament on matters that concern students' life
13. Cultivating an investigative attitude that enables him or her provide the relevant and authentic support to clients
14. Creating an atmosphere of trust, confidentiality and confidence irrespective of the background of clients
15. Providing advisory support to staff and students in the upholding and maintenance of the core values, vision and mission of Regent-Ghana
16. Performing any other duties that may be assigned to him or her
17. Organising forums and seminars on relationships (singles, marriage, courtship, etc)
18. Organising seminars on personal hygiene, body care, dress code of the university and relationships (dating, courtship, marriage, etc)
19. Providing counselling for the grieving and hurt

20. Organising the giving of gifts, presents and awards to members of the Regent-Ghana community on special occasions
21. Providing support in managing the health bays of the university
22. Shall be a member of the Disciplinary Committee when necessary
23. Shall be a member of the Scholarship and Awards Committee
24. Undertake other duties as assigned