

Company Registration No.: 201610151M

### **Evangelical Theological College of Asia Ltd**

Evangelical Theological College of Asia (ETCAsia) is an evangelical reformed theological college, formed at the initiative of a group of Singaporean pastors from a variety of denominations who were seeking to equip people for ministry of the word. The college exists for one purpose: to prepare godly men and women for gospel ministry in Singapore, Southeast Asia and beyond. ETCAsia is a non-denominational college, welcoming students from all denominations to serve all churches in Singapore and Asia.

**Closing Date for Applications:** 15 May 2019

**Location:** Selegie Road

**Interested applicants**, please email your detailed resume, stating your current and expected salary, date of availability and contact number to: info@etcasia.edu.sg

## **Registrar**

The registrar appointed by the board and is primarily and directly responsible to the Principal.

## **Job Description**

1. Plans, organises and coordinates ETCAsia registration activities and processes in consultation with faculty and staff: including admissions, examinations and liaison with accreditation body and MOE as necessary.
2. Collects and maintains the ETCAsia student records and prepares reports as per accreditation and governmental guidelines.
3. Manages and oversees the Learning Platform/CMS (Course Management System) and ensures content/data consistency within the system
4. Analyses statistical data on registration for use in formulating policies.
5. Ensures compliance to policies, procedures, and required legislation.
6. Directs the preparation and issue of official student transcripts and coordinates the exchange of student information with other bodies as needed.
7. Directs preparation of statistical reports on educational activities for government and educational agencies and interprets registration policies to faculty and students.
8. Coordination, standardisation and dissemination of information regarding class schedules and graduation requirements on courses offered procedures students are required to follow in order to obtain grade transcripts.

9. Directs compilation of information, such as class schedules, lecturer and room availability and graduation requirements, and coordinates class schedules and lecturer changes in consultation with the relevant groups: including faculty, students and staff and in liaison with MOE regarding relevant changes.
10. Other duties as required.

## Qualifications and Skills

- Degree from a good University with minimum of 3 years of relevant working experience.
- Logic and process thinking in problem solving.
- Good IT skills.
- Persevering and possessing a positive attitude, with the ability to grasp issues/problems quickly.
- Prior work experience in another educational institution would be advantageous.
- Excellent communication (both spoken and written) and interpersonal skills.
- Good written and oral skills.
- Able to multi-task, handle competing priorities, diverse portfolios and perform well under pressure.
- Able to work and deliver targets within tight timeline.
- Strong analytical skills with the ability to work independently as well as in a team.
- Meticulous with a keen eye for detail.
- Sympathetic to the Christian vision, mission, beliefs and values of ETCAsia.

## Contacts

- Students, Faculty, Accreditation body

## Working Conditions and Terms of Employment

- Five working days per week (Mon to Fri, 9.00am to 5.00pm).
- Meetings as required.
- Monthly salary range, according to qualifications and experience.
- Paid Annual Leave: 18 working days.
- Paid sick and hospitalisation leave.
- Medical insurance.
- 2-year contract.