

INTERNAL ADVERTISEMENT

JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: **Assistant Registrar (Admission & Records)**

Reporting To: **Registrar – Academics**

Department: **Academic Registry – Admissions**

Purpose of Role:

- To enhance the achievement of university goals and objectives pertaining to Admissions, registrations, Graduation, Records and Data Management, Quality Assurance, and Curriculum Development.
- To provide leadership, plan, organize, and manage all of the activities related to the Admissions, Records, Registration, and examinations Department, including serving as the official authorized keeper of the university's student records and resource management.
- Oversee internal Quality assurance implementation.

KEY RESPONSIBILITIES

1. Admissions and Registration

- Coordinate Student Admissions Processes.
- Oversee Registration of New and Continuing Students.
- Verify Admission Qualifications and Eligibility.
- Generate Admission and Registration Reports.
- Coordinate Orientation for New Students.
- Implement and Enforce Academic Policies.

2. Records and Data Management

- Maintain Accurate and Secure Student Academic Records.
- Ensure Compliance with Data Protection Policies.
- Coordinate Records Archiving and Retention.
- Provide Support During Accreditations and Reviews.
- Audit and Verify Student Records.
- Manage the Student Information System.
- Generate academic reports and statistics for management decision-making.
- Monitor the academic trends and generate a report for management decision making.

3. Quality Assurance

- Ensure Compliance with Academic Policies and Standards.
- Support Programme Accreditation and Review.
- Coordinate Academic Audits and Evaluations.
- Ensure timely compliance with requirements from regulatory bodies.
- Promote Continuous Improvement in Academic Processes.
- Manage Student Feedback and Evaluation Data.
- Develop and implement departmental Quality Assurance Frameworks.

4. Academic Administration

- Coordinate the management of academic records, including registration, grading, and degree audit.
- To prepare and manage academic calendars.
- Coordinate unit allocation as per policy.
- Act as a liaison between the Registrar's office and academic departments, students, and external agencies.

5. Graduation

- Support the planning and execution of graduation ceremonies.
- Verify graduation eligibility (degree audit).

- Verification of graduation lists.
- Coordinate graduation clearance processes.
- Handle graduate inquiries and follow-ups.
- Coordinate degree verification and certification.
- Coordinate issuance of transcripts and certificates.

6. Supervision

- Assign and monitor work responsibilities.
- Address day-to-day administrative/ operational issues.
- Supervise and mentor staff for succession planning.
- Provide training and ensure compliance with policies and service charters.

7. Correspondence and Meetings

- Handle correspondence from students, staff, external institutions, and regulatory bodies in a timely and professional manner.
- Ensure proper filing, tracking, and archiving of all incoming and outgoing academic-related communication for accountability and reference.
- Act on behalf of the Registrar's office in academic committees and operational meetings when delegated.
- Serve as a liaison between the Registrar's office and faculties/schools to ensure smooth information flow and alignment on academic operations.

Any other duties as may be assigned from time to time by the immediate supervisor

QUALIFICATIONS AND EXPERIENCE

1. Master's degree in Education, Administration, Management, or any other related field.
2. At least 7 years of working experience in an Academic Registry, with 3 years in a supervisory role.
3. An in-depth knowledge of academic policies, regulations, and procedures.
4. Proficiency in academic ERP systems and the Microsoft Office suite.
5. Demonstrated digital competence in the responsible use of digital technologies to support the academic registry admissions and records functions, including use of student information systems, admissions management platforms, electronic records management, data verification and reporting tools, email and office productivity software, and support for online communication and meetings, while ensuring data accuracy, confidentiality, and compliance with institutional and regulatory requirements.
6. Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
7. A committed Christian of high moral and ethical standing, aligned to the University's vision, mission and values.

KEY COMPETENCIES AND SKILLS

- Strong organizational and time management skills.
- Excellent communication skills.
- Good interpersonal skills.
- Strong leadership skills.
- Problem-solving skills.
- Teamwork & collaboration skills.
- Digital competencies.



Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: recruit@spu.ac.ke

All applications should be submitted on or before Wednesday, 18th February 2026. Only shortlisted candidates will be contacted.

Contacts:- **Tel:** 020-2020505 | 0728 669 000 **Email:** info@spu.ac.ke **Website:** www.spu.ac.ke