

Job Advertisement: Registrar (Fixed-Term Positions)

Federal Urdu University of Arts, Science & Technology (FUUAST) invites applications for the following key positions for a renewable terms of three years (as per FUUAST Ordinance CXIX 2002).

Location: Islamabad/Karachi

Salary: Negotiable

Age Limit: Up to 62 years

Terms and Conditions: Detailed terms and conditions are available on our website. Visit <https://fuuast.edu.pk/careers> for further information.

Application Deadline: **March 16, 2025**

Join us at FUUAST and contribute to excellence in higher education!

Job Description for Registrar at FUUAST

Job Summary:

The Registrar is responsible for the smooth and efficient management of academic and student-related services, including admissions, records management, scheduling, and policy enforcement. The role requires ensuring compliance with institutional policies and maintaining the integrity of the academic processes.

Key Responsibilities:

- Oversee the admission process, student records, academic calendars, and course registrations.
- Develop and maintain policies related to academic administration, including admissions, examinations, and graduations.
- Ensure compliance with university regulations and accreditation standards.
- Serve as a key liaison between academic departments and administrative offices.
- Manage student grievances and academic appeals, ensuring timely resolution.
- Coordinate university-wide events such as convocation, student orientation, and award ceremonies.
- Ensure the integrity, confidentiality, and security of academic records and related data.

Qualifications and Skills:

- Minimum 2nd Class Master's Degree, Preferably 1st Class with at least 17 years or above post graduate level teaching experience OR At least 17 years or above administration experience in Grade 17 and above or equivalent experience in a Government, Semi Government, reputed organization, institution and university.
- Master's degree in Education Administration, Public Administration, or a related field.
- Minimum of 10 years of experience in an administrative or academic role.
- Strong organizational, communication, and leadership skills.
- Familiarity with academic policies, regulations, and student services.
- Proficiency in academic management systems and database management.