



Position Description

Position Title: Registrar, UNSW Bengaluru

Reports To: Chief Business Officer

Employment Type: Full-time

Position Summary

The Registrar, UNSW Bengaluru will support and facilitates the universities governance functions, regarding both internal and external reporting requirements. These duties span both the academic and administrative processes whose duties and powers are set out in the University's statutes.

This role ensures the integrity of records, compliance with regulatory frameworks, and delivery of high-quality administrative processes that support the student lifecycle from admission through graduation. The Registrar, UNSW Bengaluru will play a critical role in aligning UNSW Bengaluru's operations with UNSW Sydney's academic standards and global mission, while fostering an exceptional student experience in a transnational education environment.

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- Oversee enrolment, registration, grading, transcripts, graduation, and alumni records.
- Ensure accuracy and integrity of student data across all systems.
- Ensure compliance with UNSW policies, Australian Higher Education Standards Framework, and Indian regulatory requirements (UGC, AICTE).
- Act as the primary liaison with accreditation bodies and regulatory authorities.
- Manage academic calendars, exam timetables, and cross-campus program coordination.
- Develop and implement academic and administrative policies, including dual-award agreements and credit transfer frameworks.
- Oversee student information systems (SIS), learning management systems (LMS), and reporting for accreditation and planning.
- Maintain data security and ensure compliance with privacy regulations.
- Manage academic appeals, misconduct processes, and grievance resolution.
- Provide guidance and support to students on academic policies and procedures.
- Graduation & Testamurs: Coordinate graduation ceremonies and issuance of official documents.

- Leadership & Team Development: Build and lead a high-performing team to deliver exceptional student services in a multicultural environment.

Skill & Experience

- Bachelor's degree in Education, Law, Business, or related field (Master's preferred).
- Minimum 5 years in senior academic administration or Registrar roles, preferably in multi-campus or international settings.
- Higher education regulatory frameworks (Australia and India), accreditation processes, and visa compliance.
- Strong leadership, stakeholder management, and process improvement capabilities.
- Proficiency in student systems (e.g., PeopleSoft, Banner), data governance, and reporting tools.
- Excellent communication, problem-solving, and organizational skills.
- Ethical, culturally sensitive, and committed to delivering a student-focused experience.

Key relationships

- Chief Business Officer – for strategic direction, performance oversight and reporting.
- Academic Staff – for advice and consultation.
- Professional Staff – including student services, admissions, and learning support for student experience and academic administration.
- Industry and External Partners – for collaborative projects, guest lectures, and student engagement.
- Regulatory Bodies – including UGC and accreditation agencies for compliance and quality assurance.