



University for Peace



General Description	
Position Title:	Registrar
Name of Department:	Registrar and Director of Academic Administration
Supervisor of the Position:	Vice Rector
Location of Position:	Costa Rica – Headquarters
Length of appointment:	Indefinite
About the University for Peace For a detailed description of the courses and more information about our academic programmes please visit: http://www.upeace.org/academic	
Statement of Qualifications	
Essential Qualifications for the Position:	▪ Master's degree in Academic Administration, Administration of Academic Institutions, or Academic Management (or a closely related field). ▪ Fluency in English and Spanish, both written and spoken. ▪ 3–5 years of professional experience in academic administration, with a demonstrated understanding of institutional operations and academic processes.
Knowledge:	▪ Strong understanding of the university environment, particularly in academic administration and related processes. ▪ Familiarity with the University for Peace (UPEACE) mission, role, and academic programmes (desirable). ▪ Solid awareness of current international affairs and global trends relevant to higher education. ▪ Proven experience in budget management and financial oversight. ▪ Proficiency in Microsoft Office, with advanced skills in Excel.
Abilities and Skills:	▪ Demonstrated leadership experience in previous roles. ▪ Strong ability to manage and coordinate diverse, multidisciplinary teams.



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	▪ Proven capacity to work effectively under pressure and meet tight deadlines. ▪ Excellent public relations and interpersonal communication skills. ▪ Skilled in conflict mediation and fostering collaborative working environments. ▪ Proficient in creating and managing Excel databases, charts, and comprehensive reports.
Personal Suitability:	▪ Customer service-oriented with a strong focus on providing responsive and supportive assistance. ▪ Team-oriented, collaborative, and able to work effectively with colleagues across departments. ▪ Displays a positive attitude, dynamism, versatility, and creativity in all tasks. ▪ Demonstrates strong people skills, ethical values, and the ability to maintain effective interpersonal relationships. ▪ Shows tolerance for ambiguity, gender sensitivity, and flexibility, including willingness to work overtime when needed. ▪ Capable of engaging professionally with students, resident and visiting faculty, university management and staff, as well as a diverse international community of guests and visitors.
Job Description	
General Responsibilities for the Position:	• Manage and oversee all operations of the Office of the Registrar, ensuring the effective administration of academic records, policies, and procedures. • Supervise and coordinate all functions related to academic administration, promoting efficiency, compliance, and academic integrity across institutional processes.



Specific Responsibilities for the Position:

- Plan and coordinate all academic administration activities required for the start of academic programmes.
- Organize and implement student reception and induction programmes for new cohorts.
- Manage all registrar operations, including the maintenance and accuracy of student records, ensuring a unified and consistent registration process across all academic offerings — such as dual, joint, online, special, short-term, and semester-abroad programmes.
- Oversee the graduation process, diploma production, and release for all programmes, including joint and online modalities.
- Supervise the preparation of official student documents, such as transcripts and certification letters, ensuring consistency and accuracy across all academic formats.
- Direct the preparation and analysis of statistical and academic reports to support institutional planning and decision-making.
- Develop, update, and seek approval for registration policies, and ensure timely communication of these policies to faculty and students.
- Supervise teams responsible for archiving, transcribing, and evaluating student and alumni academic records.
- Oversee the compilation and dissemination of academic information, including graduation requirements, procedures, and related documentation.
- Coordinate communication of academic procedures for students seeking grade transcripts, certification letters, diplomas, or certificates.
- Supervise departmental staff, ensuring alignment with institutional goals and oversight of related



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functions such as housing, visas, admissions, and registration.

- Produce and maintain official academic documentation, including student handbooks, information materials, and the admissions section of the institutional website.
- Represent the department and actively participate in institutional committees and working groups (e.g., admissions, recruitment, marketing, and academic initiatives).
- Manage the exchange of academic records and information with partner universities, colleges, and relevant organizations.
- Provide credential verification services to external agencies in compliance with institutional policies.
- Support the Vice Rector and other senior administrators as needed in academic and operational initiatives.

Salary offer: US\$ 2,200.00 per month

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and how your experience will contribute to the department and the UPEACE community, and (3) contact information for three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: please refer to the subject to **Position #8000**.

The period for the submission of application materials ends on **November 22, 2025**. At the end of the application period, the selection board will review all applications and contact only those candidates who will continue to the next phase of the selection process. These shortlisted applicants will be contacted before **November 28, 2025**.