

Job Title: Assistant University Registrar (Admissions)
Organizational Unit: University Registry
Grade: P2
Duty Station: Malmö, Sweden
Duration of contract: Initial two-year fixed-term appointment.
Further renewals may be given subject to satisfactory performance.

1. ORGANIZATIONAL SETTING

The World Maritime University (WMU) is a postgraduate and research university established in 1983 by the International Maritime Organization, a specialized agency of the United Nations. WMU offers M.Sc. and Ph.D. programmes, Postgraduate Diplomas, and Professional Development Courses (PDCs) with the highest standards in maritime and oceans education and training. WMU also has a highly respected research programme supported by specialized research groups across the maritime and ocean fields. The Assistant University Registrar (Admissions) works with the University Registrar, especially in the area of student admission and progress, and compliance with Swedish Higher Education requirements.

2. MAIN PURPOSE

The Assistant University Registrar (Admissions) is directly responsible to the University Registrar for the work, both strategic and operational, connected with student admissions and donor relations.

In support of the University's Strategic Plan and its objectives, the Assistant University Registrar (Admissions) oversees and supervises all aspects of admission to WMU's programmes, both accredited and non-accredited. The postholder ensures that the admissions processes are in accordance with Swedish requirements, and also works with donors and employers to secure funding for the applicants' enrolments.

The Assistant University Registrar (Admissions) is responsible for maintaining excellent relationships with stakeholders and graduates, preparing annual reports to donors, including reports on their sponsored students' career progress over the years since graduating; working with donors to arrange social events for their sponsored students and arranging, as necessary, visits by students to their donors.

The University Registry is responsible for accreditation and re-accreditation processes, provides all necessary data to the Government of Sweden relating to students and programmes each month, and also liaises on student migration issues. The postholder will be expected to assist in this essential area.

3. WORKING RELATIONSHIPS

Internal contacts – Incumbent liaises and interacts with the university leadership, the staff of the University Registry and senior faculty members on a regular basis as well as with all other WMU staff as required.

External contacts – Incumbent liaises with current and prospective donors, the Government of Sweden and its administrative agencies, the University's governing bodies and their members, the Governments of IMO member States that send students to WMU, and other constituents as necessary.

4. DUTIES, RESPONSIBILITIES

Working independently under the delegated responsibility of the University Registrar, the Assistant University Registrar (Admissions) contributes to the achievement of identified key strategies of the University and related action points. A high level of responsibility, judgement and discretion is essential. The Assistant University Registrar (Admissions) reports regularly to the University Registrar on the achievement of goals and the planning of work ahead.

In support of the University's Strategic Plan and its objectives, the Assistant University Registrar (Admissions) oversees and supervises all aspects of admission to WMU's programmes, both accredited and non-accredited. The responsibility also includes ensuring that the admissions processes are in accordance with Swedish requirements, and also works with donors and employers to secure funding for the applicants' enrolments.

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The Assistant University Registrar (Admissions) is responsible for the production of the annual Academic Handbook, both updating and creating the text and overseeing the arrangements for photography.

The Assistant University Registrar (Admissions) is also required to ensure that the Reference Guides for students (both MSc and PhD) are updated at least annually and include all the academic decisions made since the last edition. Part of this responsibility requires to attend the meetings of the Curriculum & Assessment Committee and other committees and working groups as required. The Assistant University Registrar (Admissions) will act as minute secretary to the Academic Council.

5. MINIMUM REQUIREMENTS – EDUCATION, EXPERIENCE & LANGUAGE SKILLS

EDUCATION

Essential:

- University Bachelor's (first cycle) degree in the humanities, languages, political science or related fields

Desirable:

- University Master's (second cycle) degree in the humanities, languages, political science or related fields

EXPERIENCE**Essential:**

- Proven track record and experience in all aspects of stakeholder relation management
- At least three years of progressively responsible experience in higher education management is required
- Understanding and experience of high-level use of a student record system
- Experience of the European higher education system is an advantage, as is knowledge and experience of the UN system
- Experience of working with an interdisciplinary team
- Excellent English language skills for drafting publications and documentation are essential
- Consistent track record in managing higher education recruitment and enrolment
- Understanding of university education systems worldwide, their differences and their similarities
- Experience of producing university publications
- Consistent track record in providing an outstanding service to applicants, funding agencies, employers, and regulatory bodies in higher education

Desirable:

- Knowledge of Swedish language, culture and processes
- Consistent track record of dealing with international recognition bodies, including the US Veterans Administration, the World Education Service, and national Qualification Recognition Agencies around the world
- Experience in formal reporting to governing bodies, including the drafting of papers, minutes and so on
- Understanding of international fundraising; experience working within an international organization
- Knowledge of the maritime and oceans industry.

LANGUAGE SKILLS**Essential:**

- Excellent command of English both spoken and written.

Desirable:

- Knowledge of Swedish language
- Knowledge of another UN language would be an advantage.

6. KNOWLEDGE AND SKILLS**Essential:**

- Strong commitment to WMU's mission and core values
- Excellent computer skills and skilled in student record systems
- Strong interpersonal and relationship-building skills
- Keen attention to detail, and a high level of organization and priority setting
- Experience managing student admissions
- Strategic thinker, problem-solver, creative, and innovative
- Ethical and sensitive to cultural diversity and gender equality
- Able to work independently on a wide range of projects

- Able to build effective working relationships with key internal and external project stakeholders at all levels of seniority
- Knowledge of current trends in higher education in Europe
- Excellent communication skills including oral, written and presentation skills, with strong negotiation and interpersonal skills, and an ability to work with staff members of different cultural backgrounds
- Can cope well under pressure, work to tight deadlines and is self-motivated
- Proven ability to work independently, without administrative support
- Excellent planning and organizational skills.

Desirable:

- Multi-cultural or cross-cultural experience
- Demonstrated experience using listening, diplomacy and tact to build strong relationships
- Strong negotiating and organizational skills.

See <https://www.wmu.se/about/careers> for WMU's recruitment diversity statement.

Application

The position offers an attractive salary (P2 Grade of the ICSC salary scale), free of income tax in Sweden, a benefits package and relocation expenses. Applicants must fill in the Personal History Form, which can be found at <https://www.wmu.se/docs/personal-history-form>. Should send a letter of interest, a complete CV, and the contact information of three referees to Gina Tolnai, Human Resources Manager (hr@wmu.se).

Deadline for Applications: 30 September 2025