HOW

TO

BECOME A

University
Administrator

University administrators are in charge of the academic and non-academic aspects of their institutions. University Administrators oversee, develop, and coordinate with many departments within higher education institutions. There are many different types of university administrators and they are in charge of a wide range of services such as student financial aid and student activities.

EDUCATION REQUIRED

STEP ONE:

- Obtain a Secondary School Diploma
- Obtain an Undergraduate Degree.
- Obtain a Master's Degree (Optional but not required).

SKILLS NEEDED

STEP TWO:

- Know university structure, such as institutional policy
- No formal education is required, but the experience is needed
- Interpersonal skills
- Emotional-intelligence
- Can understand equity and inclusion.
- Be willing to learn and demonstrate a desire to learn and grow and change.
- Be open-minded (Have a starting point to communicate and work well with others)
- Patience & adaptability
- The ability to work in teams and with others.
- Communication Skills.

POSSIBLE CAREER PATHS

STEP 3:

- Director/ Executive Director of specific departments
- Director/ Executive Director of Student Services
- Registrarial Services
- Recruitment officer
- Undergraduate Course Administrator
- Team Lead/Administrator, Student Support and Advising
- Assistant Director, student services
- Faculty HR Coordinator
- Director of Student Advising
- Senior Manager of Education
- Executive Director of Vice Provost Students

Please remember that: University Administrators balance many different roles and responsibilities within the institution and play a key part in academics and day-to-day operations at the University. The exact career path of administrators depends on which type of administrator they want to be such as a director of student advising or executive director of ancillary services, but this brochure can give you a general idea of the steps needed to become a university administrator.