



The 4-Step Process of Becoming a University Administrator

#1: What is a University Administrator?

KEY ASPECTS + GENERAL INFORMATION

A University Administrator is in charge of both the academic and non-academic work of their institutions. University Administrators provide administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings, and travel, coordinating, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested. They also help with program development, plan/host events, and provide services for students, other staff, and parents. Do you believe that this is the right field of work for you? Here is a step-to-step process of becoming a University Administrator.

#2: Choose a Program of interest:

YOU MUST OBTAIN AN UNDERGRADUATE DEGREE

After you have completed high school and received a Secondary School Diploma, you must obtain an undergraduate degree in a program that interests you. After you have done so, a Masters degree is optional but not required. Experience such as networking, hosting/attending conferences, working as a TA, University/College involvement, recruitment, reception, etc is needed.

#3: Gain Skills and get Insight:

LEARN AS YOU GO+ MAKE CONNECTIONS

The skills that you will need to be a University Administrator are: Ability to form relationships with staff/students, be collaborative, come to consensus, project planning, management skills, prioritizing, leadership skills, team work, patience, reporting, behind the scenes work, partaking in meetings, organizational skills, etc. In this field of work, opportunities are always coming your way so make connections, develop relationships, work hard, be passionate and strive past your limits!

#4: Possible Career Paths:

WHAT KIND OF UNIVERSITY ADMINISTRATOR IS FOR YOU?

There are many different career paths within the University Administrator field. Here are the possible career paths: Director/ Executive Director of different departments, Director/ Executive Director/ Vice President of Student Services, Registrarial Services, Recruitment officer, Undergraduate Course Administrator, Team Lead/Administrator, Student Support and Advising, Assistant Director of Student services, Faculty HR Coordinator, Director of Student Advising, Senior Manager of Education, Executive Director of Vice Provost Students, and a Student Affairs officer.