Adetunji, Rukayat Temitayo

1.0 Profile

Higher education administrator and PhD candidate in Educational Administration and Planning with over ten years of experience in the higher education system, Registry administration, quality assurance, and academic records management. My research focuses on talent management, institutional dynamics, and the sustainability of private universities, contributing to evidence-based policy and institutional development in higher education.

2.0 BIO-DATA

Sex: Female

Date of Birth: 15th October, 1986

Place of Birth: Lagos State

Address: 3, Wilmot Point Road, Barbeach Bustop, Victoria Island, Lagos.

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Employer: Yaba College of Technology, Yaba, Lagos

3.0 EDUCATIONAL BACKGROUND

S/N	INSTITUTION	ACADEMIC QUALIFICATION	DATE OF AWARD
1	University of Lagos, Akoka	Ph, D. in Educational Administration and Planning	Ongoing
2	University of Lagos, Akoka	Master of Education (M.Ed.) in Educational Administration and Planning (Ph.D. Grade)	January, 2020
3	University of Lagos, Akoka	Bachelor of Arts Education (B.A. Ed.) in Educational Administration (Second Class Upper)	October, 2011
4	Nigerian Navy Sec. School, Ojo, Lagos	National Examination Council (NECO) Senior Secondary School Leaving Certificate	June, 2002
5	Command Children School, Signal Barracks Mile 2, Lagos	First School Leaving Certificate	August, 1996

4.0 PROFESSIONAL MEMBERSHIP

Member, Association of Nigerian University Professional Administrator (ANUPA)
Member, Nigerian Association for Educational Administration and Planning (NAEAP)
Member, Association of Educational Management& Policy Practitioner (A'EMAPP)
Member, Association of Accounting Technicians (AAT)

5.0 STATEMENT OF EXPERIENCE

1. Yaba College of Technology , Yaba, Lagos 9th December 2025 – To Date

Administrative Officer 1

i. Coordinate the issuance of academic certificates.
ii. Process verification and authentication requests for academic records from graduates, employers, and partner institutions.
iii. Facilitate corrections to students' academic records and certificates as per university regulations.
iv. Maintain the integrity and confidentiality of academic records and certification processes.
v. Collaborate with academic departments and external stakeholders to resolve records-related issu
vi. Ensure compliance with institutional policies and quality assurance standards in managing academic records.

2. A. Crescent University, Abeokuta Ogun State 23rd September, 2013 – November 2025

Senior Assistant Registrar - 13th May 2025 - 30th November 2025

Key Responsibilities:

i. Preparation of documents for the meeting of the Governing Council and Board of Trustees as well as other top management meetings.
ii. Managed the preparation, verification and secure handling of certificates and related documents
iii. Provide support to students, staff, stakeholders and education regulatory agencies on matter relating to the university as well as resolving queries or attending to enquiries using the solution-based approach.
iv. Assisting the Registrar to ensure standardisation of work systems and processes in the Registry Department in line with best practice.
v. Reviewed, assessed, and resolved student appeals and grievances, ensuring fair outcomes and effective communication.
vi. Management of the official email and correspondences of the Registrar.
vii. Coordinated and administered student scholarship applications and related documentation, ensuring transparency and compliance with eligibility criteria.
ix. Prepared and issued official letters of introduction for staff and students ensuring compliance with required guidelines
x. Liaise with the contractors of the University in respect of university's properties.

B. Assistant Registrar, Registrar's Office - 1st November 2020 – May 2025

Key Responsibilities:

i. Supporting accreditation and quality assurance exercises, helping the university maintain high standards and meet regulatory requirements. ii. Mentoring junior staff and encouraging practical improvements in how we work, which has helped build a more collaborative and efficient team.
iii. Managing budgets and logistics for university-wide events and committee activities, including ceremonial functions. iv. Liaising with contractors and service providers to ensure timely delivery and proper maintenance of university properties.
v. Handling sensitive student matters such as appeals, verification, and scholarship.
vi. Introducing digital tools and systems like the World Educational Service digital platform and standardised request forms to improve service delivery and record-keeping.

C. Administrative Officer I, Registrar's Office 1st **March, 2016 – 31st October, 2020 D. Confidential Assistant to the Registrar** -23rd **September, 2013 – 28th February, 2016**

E. Other Assignments within the University

a) Member, Crescent University 20th Anniversary February 2025- To Date

Responsibilities:

i. Designing the program, setting timelines, and establishing themes for the celebration

ii. Arranging venues for lecture and reception of the anniversary iii. Handling transportation, accommodation, and other logistical requirements for guests iv. Creating and managing the budget for the anniversary

v. Seeking sponsorships and organizing fundraising activities to support the anniversary vi. Initiating projects or activities that will leave a lasting impact beyond the anniversary year.

b) Member, University Website Review Committee, July 2023- December 2023

i. Assessing the design and usability of the website, making recommendations for improvements, and ensuring the site aligns with the university's branding and core values
ii. Disseminating the university's achievements, events, and news through the website to engage with the community and promote the institution
iii. Assessing the quality, relevance, and accuracy of the current content. Recommending updates, additions, or deletions to improve the overall content strategy
iv. Overseeing the implementation of the recommended changes to ensure they are executed effectively and on time.

c) Secretary, Ad-hoc Committee on honorary awardee - July 2023-September 2023

Responsibilities:

i. Scheduling and coordinating committee meetings, ensuring all members are informed of the time and location ii. Preparing the agenda for each meeting in consultation with the committee chairperson iii. Taking detailed minutes during meetings, documenting discussions, decisions, and action items.

iv. Assisting in the preparation of the committee's final report, which includes the recommendations for honorary awardees.

d**) Secretary, Ceremonials Committee (8th May, 2016 - To Date)**

Responsibilities:

i. Liaising with the Chairman on dates of the committee's meetings as well as execution of all activities expected of a Committee's Secretary before, during and after the meeting.
ii. Preparation of the budget of the Ceremonials Committee in line with the directive of the Chairman for the consideration of the members.
iii. Prepare the budget of the Committee, monitor expenditure and ensure financial records are accurately kept
iv. Organise university ceremonial events
v. Ensure appropriate retirements of funds provided to the Committee
vi. Ensuring readiness and effective distribution of ceremonial regalia and other resources for the success of academic events.
vii. Ensuring that the university ceremonies complies with establish protocols/guidelines and standards.
viii. Coordination of logistics, including venue booking, invitation of guests, and vendor arrangements. ix. Conduct follow-up actions on decision/recommendations of the Committee.

e) **Secretary, Admissions Committee (8th May 2016- 30th November 2018)**

Responsibilities:

i. Liaising with the Chairman on dates of the committee's meetings as well as execution of all activities expected of a Committee's Secretary before, during and after the meeting.

ii. Ensuring that the university admissions processes conformed to West Africa Examination Council (WAEC) and Joint Admission and Matriculation Board (JAMB) requirements as well as standards. iii. Preparation of the budget of the Admission Committee in line with the directive of the Chairman for consideration of members. iv. Conduct of follow-up actions on decision/recommendations of the Committee. v. Assisted in reviewing and evaluating student applications for admission.

2. Administrative Assistant to the Head of Department, Department of Mass Communication, Crescent University, Abeokuta, Ogun State - March, 2012- February, 2013 (NYSC)

Responsibilities:

i. Effective and efficient record keeping (Mails, Students' records) and dispatch

ii. Retrieval of records activities for the Department. iii. Assisted in the computation of results as well as vetting of result in the Department. iv. Compilation and typing of statistical reports.

6.0 SOME ACHIEVEMENTS

i. Suggested changes in the graduate and postgraduate certificates to enhance it's security features was adopted and subsequently implemented through the support of the Registrar. I was part of the team that modified the design of the certificate.

ii. Ensured accountability, due diligence, and professionalism in the printing and issuance of all university certificates.

iii. Successfully on-boarded the university onto the World Education Services (WES) digital platform, enabling efficient and secure uploading of academic transcripts.

iv. Development of a standard Student Request Form adopted for use throughout the University

v. The use of official telephone numbers for the Office of the Registrar, the Admissions, and CBT centre was initiated and implemented, through the support of the Registrar

7.0 PUBLICATIONS

Oladejo, M. A., **Adetunji, R. T**., Anyaehie, K.V., & Otun O.A. (2022). Empowerment Factors and Job Commitment among Non-Teaching Staff in Private Universities in Ogun State: Implication for Economic Planning. *Multi-disciplinary Journal of Learning , 11(1)*

8.0 CONFERENCES, WORKSHOPS, AND SEMINARS ATTENDED

1. Maiden International Conference, Consortium of Islamic Faith-Based Universities in Southwest and Kwara State: Bridging Faith, Knowledge, and Innovation for Sustainable Development, 1st-3rd July 2025.
2. LAUTECH 11TH Registry Discourse, Ladoke Akintola University, Navigating The Future of the University: Emerging Trends, Complexity and Excellence, 18th May 2025
3. 43rd Annual National Conference of the Nigerian Association for Educational Administration & Planning held from 7th -11th October 2024
4. Registry Series Training for Senior Administrative Officers, Crescent University, Abeokuta
5. Workshop at the Human Resources Development Centre (HRDC), University of Lagos, with the Theme: 'Efficient University Council Affairs Management Training for Council Affairs Officers of Nigerian Universities' held between 1st -4th March, 2022

9.0 SKILLS AND COMPETENCES

- ❖ Proficiency in Microsoft Office Suite
- ❖ Proficiency in Google Workspace
- ❖ Organizational Skills
- ❖ Time Management Skills

10 REFEREES

1. Barr. Ademola Zakariyyah. AJIBOLA
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