

CURRICULUM VITAE

A. PERSONAL INFORMATION

Name	AKINTARO Simeon Abidemi
Place& Date of Birth	Ogudu, Via Ile-Ife, 7 th March, 1979
Marital Status	Married
Name & Ages of Children	
Name & Relationship of Next of Kin	
Nationality	Nigerian
State of Origin	Osun State
Local Government Area	Ayedaade Local Government
Religion	Christianity
Home Address	Beside Mountain of Fire Church, Alawode Estate, off Iwo Road, Ikire, Osun State.
Postal Address	Osun State University, PMB 4494, Osogbo
E-mail	simeon.akintaro@uniosun.edu.ng , simeonakintaro@yahoo.com , sakintaro@gmail.com
GSM	08066402816, 09054587753
College/Faculty/Unit	Advancement Office, Office of the Vice-Chancellor
Department	Registry
Position on 1st Appointment	Clerical Officer
Present Position & Salary	Senior Assistant Registrar
Date of Present Position	1st October, 2019
Is Your Appointment Confirmed?	Yes
Date of Confirmation of Appointment	1 st December, 2010

B. EDUCATIONAL BACKGROUND

i. Educational Institutions Attended with Dates

- | | |
|--|-----------|
| ☐ University of Ibadan, Ibadan | 2012-2014 |
| ☐ University of Uyo, Uyo, Akwa-Ibom State | 2002-2007 |
| ☐ Modakeke High School, Modakeke | 1990-1996 |
| ☐ St. John's Anglican Pry Sch, Ogudu, Via Ile-Ife | 1983-1989 |

ii. Academic and Professional Qualifications

- | | |
|--|------|
| ☐ M. Ed Educational Evaluation (PhD grade) | 2014 |
| ☐ B. Sc (Ed) Economics (2¹) | 2009 |
| ☐ Senior School Certificate (NECO) | 2000 |

C. Work Experience outside the University System

- Funto Nursery & Primary School, Ugbogui, Edo State 1998-2002
Post: Class Teacher & Administrative duties

D. Work Experience in other University Nil

E. Work Experience in Osun State University

- i. Senior Assistant Registrar, Office of the Registrar (Nov. 2024 till Date)
- ii. Administrative Officer II/I- Advancement Office, Office of the Vice Chancellor (25th July, 2017 till date)
- iii. Administrative Officer I- Attachment to Academics Affairs Unit (August 2020 till date)

Schedule of Duties

- a. Writing of minutes, reports, letters, memorandum and such other documents from time to time
- b. Attending to students' clearance issues
- c. Assisting the Director in the coordination of the Advancement Office
- d. Reaching out to the larger community on advancement related issues
- e. Performing such other functions as may be required from time to time

Special Assignment in the University:

- a. Secretary, University Ceremonials Committee, (2023 till Date)
- b. Secretary, Registry Review Pannel (RRP) (Nov 2024 till date)
- c. Secretary, Management Board of GASDI (**March, 2021 till Date**)
- d. Secretarial Assistant, Global Ethics Committee and Central Journal Verification Committee
- e. Secretary, Committee on Implementation of Career Progression for NAAT Members (**June-August, 2021**)
- f. Secretary, Committee on Examination Scripts of Taiwo Oladejo-IRM/2016/0117 (**August, 2021**)
- g. Secretary, Logistics Sub Committee towards the 70th Birthday of the Chancellor, Apostle (Dr) Folorunso Alakija (**June-July, 2021**)
- h. Secretary, Ad-Hoc Committee on Proposal for Tuition Fee Waiver for Staff on Further Studies in Osun State University (**November, 2020**)
- i. Secretary, Investigative Panel on the incident involving Mr. Ajibola Sheriff on the allegation of hitting a 10-year old boy with the University's official car on Thursday, 13th February, 2020 (**March, 2020-June, 2020**)
- j. Secretary, Committee on Computer System Repair, Installation and Maintenance CSIRM (**August, 2019-October, 2019**)
- k. Secretary, Committee on Numbering of University Asset (**July, 2019**)
- l. Secretary, Investigative Committee on the Letter of Appeal to Query Issued to Mrs. O.I. Owasanoye(SSA/PF/0392) a Graduate Assistant in the Department of Political Science (**October, 2018**)
- m. Secretary, Committee on Tree Planting (**May, 2018**)
- n. Secretary, Ad-hoc Committee on Board of Survey (**August 2017- November, 2017**)

iv. Administrative Officer II- College Office, College of Agriculture (February, 2016- 25th July, 2017)

Schedule of Duties

- a. Registration of Students
 - b. Keeping of Staff and Students' records
 - c. Processing of Staff and Students' requests
 - d. Liaising with other Colleges, Departments and Units of the University on matters that affect the College.
 - e. Assisting the College Secretary in servicing of the meetings of the following Boards
 - i. College Academic Board
 - ii. College Board of Examiners
 - iii. College Review Panel
 - f. Secretary to the following ad-hoc Committees of the College
 - i. College Student Disciplinary Committee
- iii. Assistant Chief Clerical Officer- Dean's Office Faculty of Clinical Sciences- April, 2015- February, 2016**
- iv. Senior Clerical Officer- Provost's Office, College of Health Sciences- July, 2014- April, 2015**
- v. Clerical Officer- Department of History and International Studies- 22nd October, 2007-July, 2014**

Schedule of Duties

- a. Keeping records of mails from time to time
- b. Keeping of Staff and Students' records
- c. Dispatching of mails and other correspondences within and outside the Department/Faculty/College
- d. Performing such other functions as may be required by the Head of Department from time to time.

F. Co-Curricular Professional Experience Nil

G. Membership of Professional Bodies

- i. Member, Association of Nigerian University Professional Administrators (ANUPA)

H. Commendation

- i. Received the Vice-Chancellor's commendation for selfless service and commitment to the success of the 70th birthday celebration of the Chancellor, Apostle (Dr.) Folorunso Alakija in July, 2021.
- ii. Received the Vice-Chancellor's commendation for satisfactory performance, commitment, dedication and unalloyed service as a member of the Ad Hoc Committee on Board of Survey in November, 2017.

I. Publication

- i. **Akintaro S.A & Akorede S.F (2015) Evaluation of School Services Department of the Osun State Universal Basic Education Board (SUBEB) In A.O.U Onuka and M.N Odinko (Eds.) Educational Counselling and Evaluation: Readings in Honour of Professor E.A Emeke.(Pp. 31-43). Ibadan: Esthom**

J. Conferences/ Seminars/ Workshops Attended with Dates

- i. ***Crisis, Collaboration and the Future of Higher Education***; Association of Nigerian University Professional Administrator's Annual National Conference held at Public Service Institute, Dutsan, Alhaji Junction, Km 30, Abuja-Kubwa, Expressway, FCT, Abuja, 23rd -27th November, 2021.
- ii. ***Lead, Inspire and Innovate: Strategies for an Efficient and Functional Registry***; (Hybrid) 8th Registry Lecture Series and Training in commemoration of the 60th Anniversary of Obafemi Awolowo University, Ile-Ife, held on Wednesday, 27th and Thursday, 28th October, 2021.
- iii. ***The Place of Registry in the Effective Administration of the Nigerian University System***; 1st Registry Annual Lecture, Osun State University, Osogbo, 26th October, 2021.
- iv. ***Administrative Principles, Processes and Practices***; Organised by the Administrative Staff College of Nigeria (ASCON) Topo, Badagry, 9th -13th November, 2020.
- v. ***Employee Engagement in Universities: New Times, New Paradigms, New Skills***; 6th Registry Lecture Series, Obafemi Awolowo University, Ile-Ife, 10th October, 2019.
- vi. ***Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI)*** held at Osun State University, Osogbo, June 5th -9th, 2017.
- vii. ***Re-Engineering University Administration in an Era of Insecurity and Economic Recession***; Association of Nigerian University Professional Administrator's Annual National Conference held at the University of Lagos, 27th -30th November, 2016.
- viii. ***Registry as the Hub of University Administration: The Need for Improvement***; Association of Nigerian University Professional Administrator, Osun State University Chapter's 1-day Training Workshop for Administrators, 12th July, 2016
- ix. ***Education: Innovation, Policy Implementation and Challenges***; 5th Collaboration of Education Faculties in West Africa (CEFWA) International Conference held at Osun State University from 8th-12th September, 2014.

K. Extra-Curricular Activities

- i. Reading
- ii. Listening to good music

Signature & Date