

CURRICULUM VITAE

A. GENERAL INFORMATION

1. Name: **ADEWUYI Adetoyese Adegoke**
2. Date and Place of Birth: 23rd of March, 1976, Ile-Ife.
3. Marital Status: Married
4. Name(s) and Age(s) of Children: **ADEWUYI Ayomideji Adedayo (19 Years)**
ADEWUYI Adebola Adesola (15 Years)
ADEWUYI Adeyemi Adesola (10 Years)
5. Permanent Contact Address: 8, Exceeding Grace Avenue, Professor Wande Abimbola Estate, Kojumole Area, Opa, Ile-Ife.
6. Name of Next of Kin: **Mrs. ADEWUYI Idowu Tunrayo (Wife)**
7. Address of Next of Kin: 8, Exceeding Grace Avenue, Professor Wande Abimbola Estate, Kojumole Area, Opa, Ile-Ife.
8. E-Mail Address: tadewuyi2002@yahoo.com and adetoyese.adewuyi@uniosun.edu.ng
9. Telephone Number(s): 0803-579-9424 and 0802-436-4417
10. College/Faculty/Unit: Academic Affairs
11. Department: Registry
12. Position on First Appointment: **Administrative Officer**
13. Present Position and Salary (Grade Level and Step): **Deputy Registrar**
(CONUNASS 14 STEP 6)
14. Date of Present Position (Promotion/Regrading): 1st October, 2021
15. Is your appointment confirmed? Yes
16. Date of Confirmation of Appointment: **29th December, 2010**

B. EDUCATIONAL BACKGROUND

1. Educational Institution(s) Attended with Dates:

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|---|-----------|
| (a) Oranmiyan Memorial Grammar School, Ile-Ife | 1984-1988 |
| (b) Obafemi Awolowo University, Ile-Ife, Nigeria. | 1991-1995 |
| (c) Obafemi Awolowo University, Ile-Ife, Nigeria. | 1998-2000 |

2. Academic/Professional Qualifications with Dates/Issuing Authority

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| (a) General Certificate of Education (GCE) | 1988 |
| (b) Bachelor of Science (B.Sc) Economics, Obafemi Awolowo University, Ile-Ife
Second Class, Lower Division (2 ²) | 1995 |
| (c) Master in Business Administration (MBA), Obafemi Awolowo University, Ile-Ife
(2000) | |
| (d) Association of Commonwealth Universities (ACU) Certificate in University
Administrative Practice Course (2019) | |

Use of Computer

Effective and Efficient use of:

- (a) Microsoft Word
- (b) Microsoft Excel
- (c) Microsoft Power Point
- (d) Electronic Mail/Internet

3. HONOURS, AWARDS AND DISTINCTION

Selfless Services and Commitment to the success of the 25th Annual
Conference of the Association of Vice-Chancellors of Nigerian Universities
(AVCNU) April, 2010

C. WORK EXPERIENCE OUTSIDE UNIVERSITY SYSTEM

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| 1. Federal Inland Revenue Service, Abeokuta, Ogun State | 1996-1997 |
| Assistant Tax Inspector (N.Y.S.C.) | |

Job Analysis

- (i) Administration of Daily Tax Collection
- (ii) Attending to Clients on Tax Matters
- (iii) Computation/Compilation of Annual Returns

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| 2. Benib Concerns Limited, 12, Itire Road, Surulere, Lagos. | 2000-2003 |
| Administrative/Marketing Officer | |

Job Analysis

- (i) General Administration of the Business/Marketing
- (ii) Daily Collation and Computation Sales
- (iii) Taking Minutes of Board Meetings

D. WORK EXPERIENCE IN OTHER UNIVERSITY

- 1. Obafemi Awolowo University Ile- Ife/Bill & Melinda Gates (Johns Hopkins University) Partnership Project 2004-2007**

Teaching Assistant (CONTRACT)

Job Analysis

- (i) Assisting my Boss in Teaching of Students'
- (ii) Taking Minutes of Steering Committee Meetings
- (iii) Writing of Proposals and Memoranda
- (iv) Treating of Mails forwarded to me by the Project Director

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY

- 1. Personnel Affairs Unit, 22nd October, 2007-31st May, 2013**

Position(s): Administrative Officer, Administrative Officer I and Assistant Registrar

- (a) Administrative Officer October 22, 2007 - September 30, 2008,**
- (b) Administrative Officer I, October 1, 2008 – September 30, 2011**
- (c) Assistant Registrar, October 1, 2011 –May 31, 2013**

Job Analysis

- (i) Treating of mails forwarded to me by the Head of Unit.
- (ii) Processing papers relating to appointments, promotions, confirmation of appointments, resignation, retirement, dismissal, transfer of services, withdrawal of service, determination of appointment, leave of absence with/without pay, study leave with/without pay for consideration of the University Appointments and Promotions Committee.
- (iii) Preparing documents and taking minutes of Interviews and Interactive Sessions with prospective members of staff.
- (iv) Taking minutes of the meetings of the Appointments and Promotions Committee (Academic, Administrative and Technical and Junior Staff) and Registry Review Panel
- (v) Keeping and updating of Personnel Records and Statistics
- (vi) Writing of Memoranda in accordance with the direction of the Head of Unit.
- (vii) Attending to follow-up actions including issuing Decision Extracts to appropriate University Functionaries for Implementation
 - Secretary, Student Disciplinary Board (2008-2013).
 - Secretary, Sub-Committee of the Appointments and Promotions Committee (Administrative & Technical) for the Promotion of Senior Non-Teaching Staff
 - Secretary, Ad-hoc Committee on Review of Appointments
 - Secretary, Council Ad-hoc Committee Set up to Investigate Allegations on UNIOSUN Admission for 2012/2013 Academic Session
 - Co-Secretary, Ceremonials Committee.

Others

- Provision of Secretarial Assistance in the Personnel Affairs Unit through typing of reports , minutes, memoranda, decision extracts, notices of meetings, agenda etc.
- Assisting the Principal Assistant Registrar (Personnel Affairs Unit) in servicing various Committee meetings.
- Performing Sundry Official Duties as directed by the higher authorities.

2. Vice-Chancellor's Office, June 1, 2013 – December 18, 2018

Position(s): Assistant Registrar, Senior Assistant Registrar and Principal Assistant Registrar

(a) Assistant Registrar, Vice-Chancellor's Office, June 1, 2013 – September 30, 2014,

(b) Senior Assistant Registrar, October 1, 2014- September 30, 2017

(c) Principal Assistant Registrar, October 1, 2017 – December 18, 2018

Duties

- (i) Assisting the Deputy Registrar, Vice-Chancellor's Office in organizing the Secretariat of the Vice-Chancellor
- (ii) Assisting the Deputy Registrar in the supervision of personnel in the General Office
- (iii) Servicing of meetings of Management and those of the Principal Officers
- (iv) Attending to follow follow-up actions including issuing Decision Extracts to appropriate University Functionaries for Implementation
- (v) Management of Ad-hoc Committee meetings involving Principal Officers and Provosts/Deans as well as those involving External Agencies and Dignitaries.
- (vi) Assisting in preparing draft response letters to organizations outside the Immediate University environments
- (vii) Management of Ad-hoc Committees meetings involving Internal and External Agencies and Dignitaries as directed by the Vice-Chancellor
- (viii) Administration of the logistics of the Office of the Vice-Chancellor especially in hosting Guests of the University and processing the Financial Requirements
- (ix) Taking follow-up actions on Vice-Chancellor's mails and correspondences
- (x) Preparing Draft Letters for the Vice-Chancellor
- (xi) Liaison between the Vice-Chancellor's Office and Principal Officers, Provosts, Deans, Directors and Heads of Department and Heads of Units on Official matters
- (xii) Any other assignment that may be given by the Vice-Chancellor from time to time

- Secretary, Council Search Committee on the appointment of a Substantive Vice- Chancellor (2016).
- Secretary, Development Committee
- Secretary, Council Sub-Committee on the Completion of the Access Road leading to the University Main Campus, Osogbo
- Secretary, Strategic Plan Implementation Committee
- Secretary Management Sub-Committee on Facelift/Renovation of the Central Administration Building and Gate House
- Secretary Management Committee on Hostel Development
- Member, Registry Review Panel

Others

- Assisting the Deputy Registrar (Council Affairs Unit) in servicing various committees meetings. (i.e. Council, Finance and General Purpose Committee, Tenders Board and Minor Contracts meetings)
- Performing Sundry official duties as directed by the higher authorities.

3. College of Law

Position: Principal Assistant Registrar and Deputy Registrar, December 19, 2018 – May 31, 2022

Designation: College Secretary, December 19, 2018-May 31, 2022

Job Analysis:

- (i) Serving as Secretary to the College/Faculty meetings
- (ii) Secretary to all College Committees
- (iii) In Attendance at all Senate Meetings
- (iv) Dissemination of all Senate Decisions and Observations to the Staff of the College
- (v) Handling Administrative Matters within the College
- (vi) Attending to Staff and Students' Enquiries
- (vii) Screening Fresher's Credentials
- (viii) Seeing to the Affairs of the General Office
- (ix) Responding to Mails from within and outside the College
- (x) Supervision of Staff in the General Office
- (xi) Any Other Tasks assigned by the Provost/Dean, College/Faculty of Law

4. Academic Affairs Unit

Position: Deputy Registrar, June 1, 2022 - Till Date

Designation: Admissions Officer, June 1, 2022-Till Date

Job Analysis:

- (i) Creating Awareness of the existing Courses to prospective candidates who may wish to apply through, that is, Advertisement and the Publishing of Joint Admissions and Matriculation Board (JAMB) Brochures
- (ii) Facilitating a successful conduct of the Yearly Mandatory Post-UTME Screening Exercise for all prospective candidates seeking admission to the university

- (iii) Processing and Compilation of recommended candidates for approval of Joint Admissions and Matriculation Board (JAMB), Abuja through the use of Central Admissions Processing System (CAPS)
- (iv) Processing for approval lists to various Colleges/Faculties in preparation for registration
- (v) Guiding and ensuring that only qualified candidates are registered
- (vi) Attending to various complaints during and after admission, and advising the Registrar through the Head, Academic Affairs as appropriate
- (vii) Liaising with the Joint Admission and Matriculation Board (JAMB) on behalf of the University on admissions matters
- (viii) Assisting in Orientation of Matriculation Ceremonies
- (ix) Keeping of all records relating to admissions matters in the University
- (x) Ensuring the Issuance of matriculation numbers to all qualified candidates
- (xi) Ensuring that the Ordinary Level Results of all candidates admitted are verified accordingly
- (xii) Assisting the Head, Academic Affairs Unit in preparation of notice of meetings, minutes, decision extracts and papers for Statutory Bodies like Senate, Business Committee of Senate and Committee of Provosts, Deans and Directors (CoPDD)
 - Secretary, Council Ad-Hoc Committee on Guidelines on the Operations of Ventures in Osun State University
 - Secretary, Ceremonials Committee
 - Member, Central Examination Malpractice Investigation Panel (CEMIP)
 - Member, Registry Review Panel
 - Member, Osun State University Students' Grants and Aids Committee

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE:

- (i) Managerial and Interpersonal Skills
- (ii) Information Management Skill
- (iii) Participated at the annual Joint Consultative meetings of the JAMB Combined Policy Committee on Admissions into Tertiary Institutions, tagged: 2022 Policy Meeting and 2020 NATAP-M Awards held on Thursday, 21st July. 2022 at the International Conference Centre, Central Business District, Abuja

G. MEMBERSHIP OF PROFESSIONAL BODY

- (i) Association of University Administrators (AUA), United Kingdom
- (ii) Association of Nigerian University Professional Administrators (ANUPA)

H. SERVICE TO THE UNIVERSITY

- (i) Member, Local Organizing Committee (LOC) Foundation Day, December, 2008.
- (ii) Protocol/Desk Officer, 25th Annual Conference of the Association of Vice-Chancellors of Nigerian Universities (AVCNU), April, 2010.
- (iii) Member, Strategic Plan Implementation Committee
- (iv) Member, Ceremonials Committee

- (v) Member, University Stock Taking Committee
- (vi) Member, Committee for shortlisting of Staff that applied for Conversion
- (vii) Member and Secretary Electoral Committee, UNIOSUN Staff CICS, 2020
- (viii) Member, Committee for the Review of UNIOSUN CICS Bye-Law
- (ix) Member, Central Examination Malpractice Investigation Panel, CEMIP
- (x) Member, Osun State University Students' Grants and Aids Committee

SERVICE TO THE COMMUNITY

- (i) Contribution towards the renovation of Four (4) Blocks of Classroom at Ogidan Grammar School, University Road, Oke-Bale, Osogbo
- (ii) Contribution towards the completion of Access Road leading to the Main Campus, Osogbo

SERVICE TO THE NATION

- (i) Supervisor, Oke-Iragbiji Grammar School Centre for 2009, University Matriculation Examination (UME)
- (ii) Assistant Centre Coordinator, Centre One (1) Osun State University Centre for the 2010, Unified Tertiary Matriculation Examination (UTME)
- (iii) Contribution towards the procurement of Relief Materials to the Jos crisis Victims
- (iv) Protocol/Desk Officer, State of Osun Education Summit, February, 2011
- (v) Supervisor, Wolex Polytechnic Centre for 2012, Unified Tertiary Matriculation Examination (UTME)

SERVICE TO THE INTERNATIONAL COMMUNITY

- (i) Contribution towards the procurement of Relief Materials to the Haiti Earthquake Victims
- (ii) Protocol/Desk Officer, 1st Global Conference of Black Nationalities (GCBN), 23rd-27th August, 2010.
- (iii) Protocol /Desk Officer, World Summit of Mayors International Conference. February 25th – March 3rd 2011.

I. PUBLICATIONS

- (a) **ADEWUYI, A.A. (1995):** Ages of Industrialization and Employment in Nigeria. (Undergraduate Project)
- (b) **ADEWUYI, A.A. (2000):** Working Capital Management in a Large Sized Organization: A Case Study of EKOCorp Plc (Unpublished MBA Thesis)

J. WORKSHOPS/SEMINARS /CONFERENCES ATTENDED WITH DATES INTERNATIONAL

- (i) International Symposium on Sustainable Development with the Theme: Agenda 2030 and Global Integration 25th-26th June, 2019
- (ii) Association of Commonwealth Universities (ACU) Certificate in University Administrative Practice Workshop 14th-18th August, 2017

- (iii) International Training on Human Resource and Corporate Development,
18th-22nd December, 2013 (Ghana)
- (iv) Transformational Leadership and Public Administration, 17th-21st
November, 2013 (Dubai)
- (v) 4th World Summit of Mayors International Conference. February 25th-March 3rd
2011
- (vi) 1st Global Conference of Black Nationalities (GBCN), 23rd-27th August,
2010

NATIONAL/LOCAL

- (i) Learners Support Services Workshop on Open Distance Learning (ODL)
30th July, 2019
- (ii) Skills and Competencies Required of a University Administrator in the
21st Century, 24th May, 2018
- (iii) 2017 Annual National Conference of the Association of Nigerian
University Professional Administrators (ANUPA), 19th– 22nd November,
2017.
- (iv) Training Workshop for Senior Assistant Registrars to Deputy Registrars
Organized by Association of Nigerian University Professional Administrators
(ANUPA) 31st July to 2nd August, 2017
- (v) Training Workshop for Senior Assistant Registrars to Deputy Registrars
Organized by Association of Nigerian University Professional Administrators
(ANUPA) 25th to 26th July, 2016
- (vi) Fundamentals of Office Administration for Effective Leadership, 7th-11th
December, 2015
- (vii) 2015 Annual National Conference of the Association of Nigerian
University Professional Administrators (ANUPA), 29th November - 1st
December, 2015.
- (viii) Higher Education and Industry: Critical Perspectives and Dynamics of
Higher Education Administration, 23rd - 25th July, 2013.
- (ix) Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI),
4th-8th March, 2013
- (x) Enhancing the Skills and Competencies of Administrative Officers in Tertiary
Educational Institutions, 22nd - 26th October, 2012
- (xi) Organizational Structure of University System (April, 2010)
- (xii) Understanding the University Administrative Structure and Management: A
National Training Workshop Organized by Association of Nigerian University
Professional Administrators (ANUPA) in Enugu, Enugu State, August, 2009
- (xiii) Rules and Regulations Governing the Conduct of Examinations in the
University System (July, 2009)
- (xiv) Accreditation Exercise in a University System (June, 2009)
- (xv) The Relevance of Due Process and Administrative Procedure in University
Administration (July, 2008)

- (xvi) The Roles, Functions and Responsibilities of College Secretaries in College Administration (July, 2008)
- (xvii) How to Conduct Meetings: The Role of a Secretary in a Committee System of Administration and Basic Skills in Minutes and Report Writing (May, 2008)

K. EXTRA CURRICULAR ACTIVITIES

Football, Reading and Watching Tactical Films.

L. ANY OTHER RELEVANT INFORMATION: Not applicable

Signature

Date