

CURRICULUM VITAE

A. GENERAL INFORMATION

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| 1. Full Name: | Rasheed Akanni ADEJUWON |
| 2. Gender: | Male |
| 3. Nationality: | Nigerian |
| 4. State of Origin: | Osun |
| 5. Local Government of Origin: | Ilesa East |
| 6. Marital Status: | Married |
| 7. Email Address: | rasheed.adejuwon@uniosun.edu.ng ,
rashyphilips2001@yahoo.com ,
rashyphilips1978@gmail.com |
| 8. Cell Phone Number: | 08033031315 |
| 9. College/Faculty/Unit: | College of Agriculture and Renewable
Natural Resources |
| 10. Department: | Registry |
| 11. Position on First Appointment with the University: | Administrative Officer 1 |
| 12. Present Position and Salary: | Senior Assistant Registrar
(CONNUNASS 11 ⁴) |
| 13. Date of Present Position (Promotion/Regrading): | 1st October, 2021 |
| 14. Is your appointment confirmed: | Yes |
| 15. If No, why not: | Not applicable |
| 16. Date of Confirmation of Appointment: | 28th January 2019 |

B. EDUCATIONAL BACKGROUND

1. Educational Institutions Attended with Dates:

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| I. University of Lagos | 1997-1998 |
| II. Obafemi Awolowo University, Ile-Ife | 1986-1990 |
| III. L.A. Secondary Grammar School, Ibokun | 1985 |
| IV. Obokun High School Ilesa | 1980-1984 |

2. Academic and Professional Qualification with Dates/Issuing Authority and Class of Degree/Grade Level Must be Indicated:

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| 1. Masters of International Law & Diplomacy | 1998 |
| 2. B.A. Honours English Studies (Second Class, Upper Division) | 1990 |
| 4. West African School Certificate | 1984 |

3. Other Relevant Qualifications: Nil

4. Honours, Awards and Qualifications: Nil

5. Research Fellowship with Dates: N/A

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM:

- | | |
|---|-----------------------|
| 1. Oasis Aviation Support Services, Skypower Catering Complex, Murtala Mohammed Airport, Ikeja Lagos. | |
| POSITION: Administrative Manager | June 2014-August 2015 |

Responsibility:

- i. Initiated and managed the process of assessment and appointment of new staff members
- ii. Appraised staff for confirmation and promotion
- iii. Initiated and managed disciplinary process for errant staff members
- iv. Processed annual/maternity leave requests for staff members

2. Medview Airlines 21 Olowu Street, Ikeja Lagos.

POSITION: Cabin Crew Instructor

July 2010-June 2014

Responsibility:

- i. Designed training modules for new recruits
- ii. Trained new recruits on Standard Operating Procedures (SOP)
- iii. Trained staff on Standard Emergency Procedures (SEP)
- iv. Conducted familiarization flights for new crew members
- v. Led new crew members on local and international training

3. Bellview Airlines (Liquidated)

POSITION: Flight Purser/Safety Instructor

August 2005-February 2010

Responsibility:

- i. Operated flights to both domestic and international routes/destinations
- ii. Designed training modules for new recruits
- iii. Conducted safety flights in order to assess new crew members
- iv. Trained new recruits on Standard Operating Procedures (SOP)
- v. Trained staff on Standard Emergency Procedures (SEP)
- vi. Led new crew members on local and international training

4. Nigeria Airways Limited (Liquidated)

POSITION: Flight Purser/ Safety Instructor

June 1993-August 2010

Responsibility:

- i. Operated flights both domestic and international
- ii. Prepared aircraft for safe departure and arrival
- iii. Represented the organization at both domestic and international aviation safety conferences
- iv. Managed both passengers and crew on domestic and international flights
- v. Trained staff on Standard Emergency Procedures (SEP)
- vi. Led new crew members on local and international training

D. WORK EXPERIENCE IN OTHER UNIVERSITIES:

N/A

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

1. Ag. College Secretary, College of Agriculture and Renewable Natural Resources

Responsibility

- i. Secretary College Board
- ii. Secretary, College Management Committee
- iii. Secretary College Review Committee
- iv. Secretary College Board of Examiners
- v. Secretary College Examination Committee
- vi. Supervision of Faculty Officers in the College
- vii. Organising orientation programmes for fresh students
- viii. Processing of final year students for graduation.
- ix. Conducting colloquia for College students
- x. Processing of sundry requests from students and staff alike
- xi. Processing of staff review exercise at College level.
- xii. Liaising with the College Provost on the day-to-day running of the College

2. Ag. College Secretary, College of Management and Social Sciences August 2022 - November 2024

Responsibility

- xiii. Secretary College Board
- xiv. Secretary, College Management Committee
- xv. Secretary College Review Committee
- xvi. Secretary College Board of Examiners
- xvii. Secretary College Examination Committee
- xviii. Supervision of Faculty Officers in the College
- xix. Organising orientation programmes for fresh students
- xx. Processing of final year students for graduation.
- xxi. Conducting colloquia for College students
- xxii. Processing of sundry requests from students and staff alike
- xxiii. Processing of staff review exercise at College level.
- xxiv. Liaising with the College Provost on the day-to-day running of the College

3. Ag. College Secretary, College of Education

December 2018 – August 2022

Responsibility

- i. Secretary College Board
- ii. Secretary College Review Committee
- iii. Secretary College Board of Examiners
- iv. Secretary College Examination Committee
- v. Registered fresh students
- vi. Secretary the College Examination Malpractice Committee
- vii. Organising orientation programmes for fresh students
- viii. Processing of final year students for graduation.
- ix. Conducting colloquia for college students every semester
- x. Processing sundry requests from students and staff alike
- xi. Processing of staff review exercise at College level.

4. Administrative Officer, Postgraduate College

April 2017-December 2018

Responsibility:

- i. Assist the College Secretary to organize Postgraduate College Board meetings
- ii. Responding to mails pertaining to the following:
- iii. Conveying approval of PhD qualifying examination
- iv. Conveying approval of change in mode of study
- v. Registered fresh students
- vi. Processing of proposed programmes to the Postgraduate Board
- vii. Assisted in presentation of Students for Matriculation and Convocation Ceremonies
- viii. Coordinating Board's papers for circulation to members as directed by the College Secretary
- ix. Assisted the College Secretary in servicing the Postgraduate Board meeting and conveying the decision extract of the meeting
- x. Conveying decision extract on Postgraduate Administrative forms as appropriate.
- xi. Issuance of letter of approval to candidates on approved coursework results
- xii. Signing of Clearance Form (Registry Column) for candidates whose results have been approved by Senate.
- xiii. Coordinating the dispatch of approved theses to the Library and the Departments.
- xiv. Keeping of students' records in personal files and well arranged in the College and;
- xv. any other assignment assigned by the Deputy Registrar of the Postgraduate College.

5. Faculty Officer, Faculty of Management Sciences

October 2015–April 2017

Responsibility:

- i. Secretary Faculty Academic Board
- ii. Secretary Faculty Review Committee
- iii. Secretary Faculty Board of Examiners
- iv. Secretary Faculty Examination Committee
- v. Registered fresh students
- vi. Secretary the Faculty Examination Malpractice Committee
- vii. Organised orientation programmes for fresh students
- viii. Processing of final year students for graduation.
- ix. Conducted colloquia for Faculty students
- x. Processing of sundry requests from students and staff alike
- xi. Processing staff appointments and promotions at Faculty level.

University-wide Committees

- i. Secretary, Central Examination Malpractices Investigation Panel (CEMIP) April 7th, 2017 till date
- ii. Secretary, Council Ad hoc Committee on Dilapidated Structures across the Six Campuses
- iii. Secretary, Council Ad hoc Committee on Review of Allowances Payable to Members of Council, Management and other Categories of Staff
- iv. Secretary, Committee on Establishment of UNIOSUN International School
- v. Secretary, Committee on the Establishment of PEDAL in Osun State University
- vi. Secretary, Fact-finding Committee on EDU 305 Leakage

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE:

N/A

G. MEMBERSHIP OF PROFESSIONAL BODIES

- i. Member, Association of Nigerian University Professional Administrators

ii. Nigerian Society of International Law

H. SERVICE:

University: Contributor, University Indigent Student Scholarship Scheme

Community: President, Obokun High School Old Students Association, 1983 Set 2023 to date

National: JAMB/UTME Supervision (Proctor) 2022

JAMB/UTME Supervision (Proctor) 2021

NYSC 1990/1991

International: Not applicable

I. PUBLICATIONS

N/A

J. CONFERENCE ATTENDED WITH DATES

i. Global Skills Hub, United Kingdom, July 23rd – 27th, 2023

Conference Title: Leadership in the Workplace

ii. Association of Nigeria University Professional Administrators (ANUPA) Conference, May 10th -13th 2023

Conference Title: Re-Engineering Administrative Processes in the Present University Environment

iii. Association of Nigeria University Professional Administrators (ANUPA) Conference, April 27th -30th 2022

Conference Title: Repositioning the University Registry in the New Normal; Challenges and Prospects

iv. Association of Nigeria University Professional Administrators (ANUPA) Conference, 8th -11th November, 2021

Conference Title: Crisis, Collaboration and the Future of Higher Education

v. Association of Nigeria University Professional Administrators (ANUPA) Conference, 19th -22nd November, 2017

Conference Title: The Contemporary Higher Education Institution Administration: Strategic Inflection Point

vi. Association of Nigeria University Professional Administrators (ANUPA) Training Workshop for Administrators Conference Tuesday 12th July, 2016

Workshop Title: Registry as the Hub of University Administration: The Need for Improvement

vii. Digital Bridge Institute 9th May – 13th May, 2016

Programme Title: Advanced Digital Appreciation Programme for Tertiary Institutions (ADAPTI)

viii. Nigeria Institute for Training and Development 5th – 9th August, 2002

Workshop Title: Train-The-Trainers-Workshop

K. EXTRACURRICULAR ACTIVITIES:

- i. Swimming, Table Tennis, Jogging and Board Games.

L. ANY OTHER RELEVANT INFORMATION

I am a cosmopolite and widely travelled. I have interacted with different kinds of people and culture which has broadened my outlook on life.

M. SUMMARY OF CONTRIBUTION TO KNOWLEDGE:

N/A

ADEJUWON Rasheed Akanni

Name

Signature

Date