CURRICULUM VITAE

A. GENERAL INFORMATION

1.	Name:	ODESOLA, Isaac Oludele
2.	Date and Place of Birth:	January 18, 1966, Ipetumodu
3.	State of Origin:	Osun State
4.	Local Government Area:	Ife North, Ipetumodu
5.	Marital Status:	Married
6.	Names & Ages of Children	1) Emmanuel Timilehin Odesola 2) Leah Abosede Oluwatoyin Odesola
7.	Name & Relationship of Next of Kin	(1) Master Emmanuel Timilehin Odesola Behind NUT Secretariat Iwo-Ibadan; Ofatedo Osogbo. Son-08053267876/07037524806
8.	Permanent Contact Address:	Behind NUT Secretariat Iwo-Ibadan, Ofatedo Osogbo.
9.	Email Address:	isaacoludeleodesola@gmail.com
10.	Cell Phone Number:	08053267876/07037524806
11.	Faculty:	Registry
12.	Department:	Registry
13.	Position on First Appointment with the University:	Clerical Officer
14.	Present Position & Salary:	Chief Executive Officer CONTISS 13 Sep 09
15.	Date of Present (Appointment/Promotion/ Regrading):	1st October, 2013
16.	Is your Appointment Confirmed? Yes/No:	YES
17.	If No, why Not?	Nil
18.	Date of Confirmation of Appointment:	26th November, 1992

B. EDUCATIONAL BACKGROUND

1. EDUCATIONAL INSTITUTIONS ATTENDED WITH DATES

(a) Origbo Anglican Grammar School, Ipetumodu - 1976-1981

(b) S.D.A Grammar School, Ile Ife - 1981-1982

(c) Ondo State College of Education (now Ekiti State)
College of Education, Ikere-Ekiti - 1985-1988

(d) The Polytechnic, Ibadan. - 1995-1998

(e) Ladoke Akintola University of Technology, Ogbomoso - 2007-2010

(f) Joseph Ayo Babalola University, Ikeji-Arakeji - 2011-2019

2. **ACADEMIC AND PROFESSIONAL QUALIFICATIONS WITH DATES**

(a) N.C.E (Economic/Political Science) - 1988

(b) E.D.P. Certificate in Electronic Data Processing - 1994

(c) H.N.D (Local Government Admnistration)-Lower Credit - 1998

(d) PGD (Public Administration) - 2008

(e) MPA (Master in Public Administration) - 2010

(f) B.Sc. (Political Science) /2[2] - 2019

3. **Other Relevant Qualifications:** Nil

4. **Honours, Awards and Distinctions:** Nil

5. **Research Fellowship with Date** Nil

6. **Research Fellowship with Date** Nil

C. **WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM (including names and addresses of employers):**

i. Oyo Sate Health Council (Now) Hospital Management Board
Store Keeper 1982 – 1985

ii. Oyo state Teaching Service Commission:
Class Teacher – Ifetedo Grammar School 1988 - 1990

D. **WORK EXPERIENCE IN OTHER UNIVERSITY (including names and addresses of employers):**

Ladoke Akintola University of Technology, Ogbomoso -26th Nov., 1990-31st March, 2021

1. **Establishment Unit (registrar's Office/Personnel) – Clerical Officer (1990-1992)**

i. Dispatching of Mails
ii. Filling of mails
iii. Open of Files for New Staff-
iv. Keeping of Records

2. **College of Health Science, Osogbo/Ogbomoso- Senior Clerical Officer (1992-1993)**

Schedules ofDuties

i. Examination and Students Records

ii. Assisting the Faculty Officer in the Registration of Medical Students
iii. Receiving and Recording of Mail in the Provost Ofiice

3. Provost/College Secreatary's Office, College of Health Sciences, Osogbo/Ogbomoso Higher Executive Officer (1994 - 2001)

i. Assisting the College Secretary on Personnel matters on Staff statistics
Collation of Recommendations to Appointments and Promotion, Administartive and Technical Staff Committee, Junior Staff Committee etc
ii. Assisting on Student Welfare Matters- Student Bursary/Scholarship Transcript etc
iii. Assisting the Council Affairs on matters relating to distribution of Council papers in Osun State

4. College of Health Science, Osogbo-Senior Executive Officer (2001 - 2004)

Schedule of Duties:

i. Assisting the College Secretary on servicing some Ad-Hoc Committee
ii. Assisting on Supervision and Monitoring of Utility Services – Water, Electricity, Office Space, Inventory of Furniture etc
iii. Preparation of Annual Budget/Estimate

5. College of Health Science, Osogbo- Principal Executive Officer II (2004 - 2007)

Schedule of Duties:

i. Assisting the Provost on matter relating to Staff Welfare Student
ii. Monitoring of Mails to Ogbomoso and follow-up action as appropriate
iii. Assisting the Provost on College Academic Board, College Board of Examiners, and Accreditation Programme etc.
iv. Assisting the Provost on mater relating to College Examination i.e MB:BS, BnSc and BMLS
v. Assisting the Provost on some of the Administration matters
vi. Assisting the Provost and College Secretary on Ad-Hoc Committee on Disciplinary matter for Junior Staff
vii. Any other duties that may be assisgned from time to time by the Provost and the College Secretary

6. College of Health Science, Osogbo- Principal Executive Officer (2007 - 2010)

Schedule of Duties:

i. Assisting the Provost on General Administration
ii. Assist the Provost and College Secretary on Preparation of Annual Budget, Examination budget and other related matter
iii. Assist the Provost and the College Secretary on General Duties
iv. Any other duties assigned to me by the Provost and the College Secretary form time to time
v. Assisting the Council Affairs and the Registrar in distribution of mails/letters (documents) to Governing Council Members (LAUTECH) in Osun State.

7. College of Health Science, Osogbo – Assistant Chief Executive Officer (2010 - 2013)

Schedule of Duties:

i. Assisting the College Secretary on General Administration of College of Health Sciences, Osogbo.
ii. Assisting the College Secretary on Preparation and coordination of Budget proposal both in the office of the College Secretary and the Provost.
iii. Supervision of the Casual Workers and other utilities faculties.
iv. Assisting the Council Affairs and the Registrar's Office in distribution of Mails/Letters to LAUTECH Governing Council Members in Osun State.
v. Assisting the College Secretary on Statutory meetings of the College such as CAB, CRP College Induction Committee etc
vi. Any other duties that may be assigned to me by the College Secretary, Provost and the University.

8. Registry Department (Personnel Affairs Unit) – Chief Executive Officer (2013 - 2016)

Schedule of Duties:

i. Assisting the Principal Assistant Registrar on statutory meetings such as Administartive and Technical Staff Committee, Faculty Review Panel.
ii. Assisting the Principal Assistant Registrar in treating of mails
iii. Assisting the Principal Assistant Registrar on matters relating to staff like Annual Leave, Annual Review etc
iv. Assisting the Principal Assistant Registrar on collation of Recommendation to the Administrative and Technical Staff Committee meeting
v. Assisting thr Council Affairs Unit, the Registrar's Office to distribute papers in Osun State.
vi. Any other duties asmay be assigned to me from time to time by the University Authority.

9. Academic Affairs Unit (Chief Executive Officer) 2016 – 2018

Schedule of Duties:

i. Assisting the Deputy Registrar Academic Affair unit on matter relating to senate and examination.
ii. Assisting the Deputy Registrar Academic Affair unit in collecting papers for various Committee
iii. Assisting the Deputy Registrar Academic Affair unit on Registration of newly admitted students
iv. Any other duties as may be assigned to me by the Deputy Registrar Academic Affairs and the University authority from time to time.

10.General Admistration Unit – Chief Executive Officer (2019 - 2019)

Schedule of Duties:

i. Assisting the Deputy Registrar (General Administration) on matters relating to staff in general.

11. Records Units – Chief Executive Officer (May 2019 – July 2020)

Schedule of Duties:

i. Assisting the Deputy Registrar (Personnel) on matters concerning staff on retirement, transfer of service, withdrawal of service and all other matters related to staff.

12. Faculty of Engineering and Technology Faculty Office (Chief Executive Officer) 2018 – 2019

Schedule of Duties:

i. Assisting the Deputy Registrar / Faculty Officer on Faculty board Meetings
ii. Assisting the Deputy Registrar / Faculty Officer on student registration in the Faculty Office
iii. Assisting the Faculty Officer on the NUC Accreditation exercises and professional accreditation
iv. Assisting the Faculty Officer on any other matters in the Faculty as directed by the Faculty Officer / Dean of the Faculty.

13. College of Health Science, Osogbo - - Chief Executive Officer (2019 - 2020)

Schedule of Duties:

i. Assisting the College Secretary on General Administration of the College of Health Science, Osogbo.

ii. Assisting the College Secretary on Preparation and coordination of Budget proposal both in the office of the College Secretary and the Provost.
iii. Supervision of the Casual Workers and other utilities faculties.
iv. Assisting the Council Affairs and the Registrar's Office in distribution of mails/letters to LAUTECH Governing Council Members in Osun State.
v. Assisting the College Secretary on Statutory meetings of the College such as CAB, CRP College Induction Committee etc
vi. Any other duties that may be assigned to me by the College Secretary, Provost and the University.

14. Directorate of pre-degree programmed (Chief Executive Officer) 2020 – 2021

Schedule of Duties:

i. Assisting the Deputy Registrar/ Board Secretary on matter concerning pre-degree student registration.
ii. Assisting the Board Secretary on distribution of material for Pre-Degree students
iii. Assisting the Board Secretary in servicing the meeting of the board
iv. Assisting the Board Secretary on general administration as directed by the Deputy Registrar/Board Secretary and the Directorate.

E. WORK EXPERIENCE IN OSUN STATE UNIVERSITY OSOGBO

POST GRADUATE COLLEGE (Chief Executive Officer) April 2021 – July 30, 2021

Schedule of Duties:

i. Assisting the Deputy Registrar and the College Secretary on the matter concerning Post Graduate student Registration.
ii. Assisting the Deputy Registrar and the Board Secretary in servicing of the Board Meeting
iii. Assisting the Deputy Registrar and the Board Secretary on the Distribution of Materials/Collection of thesis from Post Graduate students.
iv. Assisting the Post Graduate Board on General Administration as directed by the Deputy Registrar and the provost of the College in day to day activities.

COLLEGE OF AGRICULTURE FACULTY OF RENEWABLE NATURAL RESOURCES MANAGEMENT (Chief Executive Officer/Faculty Officer) July 2021 till date

Schedule of duties:

i. Faculty Officer and Secretary to all Faculty Board meetings, Academic Board Meeting

ii. Secretary, Faculty Review Panel Committee meeting
iii. Secretary, Research Committee meeting
iv. Secretary, Faculty Board of Studies
v. Secretary, Faculty Board of Examinations
vi. Secretary, Faculty Selection Committee
vii. Secretary, Faculty Post Graduate Committee
viii. Secretary, Faculty Accreditation Committee
ix. Member, Students Disciplinary Committee
x. Member, College Annual Lecture Committee
xi. Any other duties assigned by the Dean from day to day activities.

F. CO-CURRICULAR PROFESSIONAL EXPERIENCE

G. MEMBERSHIP OF PROFESSIONAL BODIES:

i. Institute of Management Consultant (AMIMC)
ii. Institute of Corporate Administration of Nigeria (ICAD)

H. SERVICES

University

1. NASU Branch Secretary, LAUTECH Ogbomoso
2. Vice-President LAUTECH Cooperative Investment and Credit Society, LAUTECH Ogbomoso.
3. Vice-President, Senior Staff Association of Niegria, LAUTECH Branch, Ogbomoso
4. President, LAUTECH CHS CICS, Osogbo.
5. Vice-Chairman, Senior Staff Association of Nigeria (SSANU) at Osun State University, Osogbo.

Community: Member, Alanamo Landlord Association, Ofatedo, Osogbo.

National: Nil

International: Nil

I. PUBLICATIONS

i. Leadership Role and Worker Behaviours in a Public Organization
(A Case Study of LAUTECH, Ogbomoso) HND Final Year Project
ii. Impact of motivation on the Employees Job Performance
(A Case Study of LAUTECH Teaching Hospital, Osogbo PGD Project)
iii. Effect of Rural Development on poverty alleviation programme in Osun State of Nigeria (A Case Study of Policy Implementation in Atakumosa West Local Government Area (2002 - 2009) MPA project)
iv. The Legislative – Executive Relationship during the Obasanjo Fourth Republic (1999 - 2007)

J. **CONFERENCES ATTENDED (oncluding the titles of papers presented if any):**

i. Quality Service Delivery due process and Policy Implementation Strategy February 9th – 12th 2010.
Organized by : Nigerian Institute of Professional Secretaries (NIPS)

ii. Collaborative Leadership for Effective Change Management – December 20, 2013
Organized by Institute of Corporate Administration of Nigeria (ICAD)

K. **EXTRA CURRICULAR ACTIVITIES**

Reading and Listening to Music

L. **ANY OTHER RELEVANT INFORMATION** Nil

M. **SUMMARY OF CONTRIBUTION OF KNOWLEDGE:** Nil

N. **REFEREE:**

1) **Prof. S.O. Fadiora**
Department of Surgery,
College of Health Sciences,
Osun State University,
Osogbo.
Tel: 08034077336

2) **Prof. B.E. Olorede**
Department of Animal Science,
College of Agriculture,
Osun State University,
Osogbo.
Tel: 08035950592

3) **Prof. F. A. Adekunle,**
Department of Pure and Applied Chemistry,
Ladoke Akintola University of Technology,
Ogbomoso,
Oyo State.
Tel: 08035821847

ODESOLA, Isaac Oludele _____ _____

Signature **Date**