CURRICULUM VITAE

A. GENERAL INFORMATION:

1. NAME:	Olatilewa Olatunde GBOLAGADE
2. DATE AND PLACE OF BIRTH	6th October, 1986, Ibadan
3. GENDER	Male
4. NATIONALITY	Nigerian
5. STATE OF ORIGIN	Osun State
6. LOCAL GOVERRNMENT AREA	Iwo
7. MARITAL STATUS	Married
8. NAMES AND AGES OF CHILDREN	Daughter, Nimah Eniola OLATILEWA (4 years)
9. ` NEXT OF KIN	
NAME	Oluwabukunolami Mojirade OLATILEWA
RELATIONSHIP	Wife
TELEPHONE	08060327321
10. PERMANENT CONTACT ADDRESS	No. 26 Oluyole Industrial Estate, Fortune Layout, Ibadan.
11. E-MAIL ADDRESS:	gbolagade.olatilewa@gmail.com olatilewa.gbolagade@uniosun.edu.ng
12. CELL PHONE NUMBER	08030978060, 08053025094
13. COLLEGE/FACULTY/UNIT:	College of Agriculture and Renewable Natural Resource/ Faculty of Agric. Production & Mgt. Ejigbo
14. DEPARTMENT:	Registry
15. POSITION ON FIRST APPOINTMENT WITH THE UNIVERSITY	Casual Staff (GAP) 2011-2013 Support Staff 2017-2020 Administrative Officer II 13th of August, 2020
16. PRESENT POSITION AND SALARY (GRADE LEVEL & STEP)	Administrative Officer I (CONUNASS 8 step 4)
17. DATE OF PRESENT POSITION (PROMOTION/REGRADING)	1st of October, 2023
18. IS YOUR APPOINTMENT CONFIRMED?	Yes
19. IF NO, WHY NOT?	
20. DATE OF CONFIRMATION OF APPOINTMENT	5th of May, 2023.

B. EDUCATIONAL BACKGROUND

1. EDUCATIONAL INSTITUTIONS ATTENDED (with dates)

i. Olabisi Onabanjo University Ago-Iwoye, Ogun State 2004-2009

ii. Olabisi Onabanjo University Ago-Iwoye, Ogun State 2003-2004

iii. Federal Government College, Ikirun, Osun State. 1997-2003

2. ACADEMIC AND PROFESSIONAL QUALIFICATION (with dates/ Issuing Authority and Class of Degree/ Grade level must be Indicated)

i. Bachelor of Science (B.Sc) in Computer/Economics second class Lower (Hon) 2009

ii. Diploma in Data processing (DDP) 2004

iii. West African Senior School Certificate (WASC) 2003

iv. National Examination Council (NECO) 2003

3. OTHER RELEVANT QUALIFICATIONS (with dates)

i. Microsoft Office Certificate from KarROX Mumbai India. 2011

ii. National Youth Service Corps (NYSC) 2011

iii. Advance Digital Appreciation Programme for Tertiary Institutions (DBI) 2018

4. HONOURS, AWARD AND DISTINCTIONS

Registry Spotlight Staff of the month September 2024

5. RESEARCH FELLOWSHIPS WITH DATES: Not Applicable

C. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM WITH DATES

i. **Independent National Electoral commission (Adhoc) Port –Harcourt Rivers State**

Jan, 2011- Feb, 2011

Job Specification:

a. Assistant Registration Officer 1

b. Registration and Printing of Voters Card

ii. **Community secondary school, Odagwa, Etche. Rivers State.(N.Y.S.C.)** March 2010 –Feb 2011

Job Specification:

a. Teaching Social Sciences based subjects.

b. Supervision of sport practices.

c. Organization of Orientation Programme.

iii. **7up Bottling Company, (Oluyole Estate), Ibadan Oyo State (IT)** March 2007-March 2008

Job Specification:

a. Fuel Clerk at the Inventory Department.

b. Monitoring the reception and pumping of crude oil (AGO)
c. Tank inspection and sampling of petroleum product.
d. Keeping records of Inventory.
e. Taking of units stocks.

D. WORK EXPIRIENCE IN OTHER UNIVERSITY SYSTEM WITH DATES: Not Applicable

E. WORK EXPIRIENCE IN OSUN STATE UNIVERSITY

1. Present Employment Status: Administrative Officer I **April 1, 2023**

Position Held: Faculty Officer /Administrative Secretary, Faculty of Agricultural Production and Management/Centre for Pre-Degree Studies, Ejigbo Campus.

Job Specification and Responsibilities

Faculty Officer -Faculty of Agricultural Production and Management

i. Coordinating the day to day administrative running and programmes of the Faculty
ii. Ensuring smooth communication between the Dean, Departments, College, and the Registry.
iii. Implementing University regulations, policies and directives.
iv. Ensuring proper documentation of vital documents which includes: preparing of notices, agendas and minutes of meetings. Keeping accurate records of deliberations and resolutions and following up on decisions reached during meetings.
v. Handling Students' Academic Administration which includes; Handling students' records and documentation, coordinating examination matters, results processing and approvals, attending to students' academic complaints and official requests.
vi. Handling of staff matters which includes; processing of staff correspondence, promotions, and appointments. Maintaining confidential personnel records.
vii. Supervising and overseeing activities of Non-Teaching staff in the Faculty of Agricultural Production and Management.

Ag.Administrative Secretary –Centre for Pre-degree Studies

i. Ensuring proper Programme Administration which includes; coordinating the administrative operations of the Centre. Supervising admissions processing, registration and documentation. Ensuring smooth academic calendar implementation.
ii. Proper Communication and public relations which includes; serving as liaison between the Centre, students, parents, tutors, and the University. Disseminating official notices and important information promptly.
iii. Proper Examination Coordination which includes organizing examinations, invigilation schedules, and result processing. Ensuring examination materials are secured and properly managed. Coordinating compliance with examination regulations.
iv. Proper Records Management which includes: Maintaining students' academic and bio-data records. Preparing Statistical reports on admissions, results, and performance.

v. Proper Coordination of staff and tutors which includes: Communication lecture schedules and operational guidelines to tutors. Monitoring attendance and administrative compliance of tutors and staff.

vi. Meeting and Secretariat Functions which includes; Preparing agendas and minutes for Centre meetings, Keeping records of decisions and policy implementations.

vii. Students Welfare and Discipline; Attending to students' complaints and welfare matters, coordinating disciplinary procedures when necessary.

viii. Assisting the Director in policy implementation and programme development

ix. Supporting initiative aimed at improving student' performance and programme reputation.

Duties and Responsibilities in the College, Faculty and the Centre for Pre-degree Studies

a. Secretary, College of Agriculture Examination Malpractice Committee.
b. Secretary, Faculty of Agricultural Production and Management Review Panel.
c. Secretary, Faculty of Agricultural Production and Management Academic Board.
d. Secretary, Faculty of Agricultural Production and Management Board of Studies.
e. Secretary, Faculty of Agricultural Production and Management Journal Verification Committee.
f. Secretary, Faculty of Agricultural Production and Management Postgraduate Committee.
g. Secretary, Faculty of Agricultural Production and Management Public Lecture Committee.
h. Secretary, Faculty of Agricultural Production and Management Research Committee.
i. Secretary, Centre Management of Pre-Degree Studies.
j. Secretary, Management Board of Pre-Degree Programme.
k. Member, Registry New Year Get-together Ad-hoc Committee
l. In Attendance, College Disciplinary Committee Meeting.
m. In Attendance, Registry Review Panel Meeting.
n. In Attendance, Committee of Provost, Deans and Directors Meeting.
o. In Attendance, Business Committee of Senate Meeting.
p. In Attendance, Senate Meeting.
q. Any other duties assigned by the Registrar, College Secretary, Dean of the Faculty, Director Centre for Pre-Degree Studies and the College Provost.

2. Employment Status: Administrative Officer II **4th April, 2022**

Position Held: Faculty Officer /Administrative Secretary, Faculty of Agricultural Production and Management/Centre for Pre-Degree Studies, Ejigbo Campus.

Job Specification and Responsibilities

Faculty Officer -Faculty of Agricultural Production and Management

i. Coordinating the day to day administrative running and programmes of the Faculty Ensuring smooth communication between the Dean, Departments, College, and the Registry.

ii. Implementing University regulations, policies and directives.

iii. Ensuring proper documentation of vital documents which includes: preparing of notices, agendas and minutes of meetings. Keeping accurate records of deliberations and resolutions and following up on decisions reached during meetings.

iv. Handling Students' Academic Administration which includes; Handling students' records and documentation, coordinating examination matters, results processing and approvals, attending to students' academic complaints and official requests.

v. Handling of staff matters which includes; processing of staff correspondence, leave promotions, and appointments. Maintaining confidential personnel records.

vi. Supervising and overseeing activities of Non-Teaching staff in the Faculty of Agricultural Production and Management

vii. Ensuring Departments comply with University regulations and deadlines and supporting implementation of Senate and Management Decisions.

Ag.Administrative Secretary –Centre for Pre-degree Studies

i. Ensuring proper Programme Administration which includes; coordinating the administrative operations of the Centre. Supervising admissions processing, registration and documentation. Ensuring smooth academic calendar implementation.

ii. Proper Communication and public relations which includes; Serving as liaison between the Centre, students, parents, tutors, and the University. Disseminating official notices and important information promptly.

iii. Proper Examination Coordination which includes organizing examinations, invigilation schedules, and result processing. Ensuring examination materials are secured and properly managed. Coordinating compliance with examination regulations.

iv. Proper Records Management which includes: Maintaining students' academic and bio-data records. Preparing Statistical reports on admissions, results, and performance.

v. Proper Coordination of staff and tutors which includes: Communication lecture schedules and operational guidelines to tutors. Monitoring attendance and administrative compliance of tutors and staff.

vi. Meeting and Secretariat Functions which includes; Preparing agendas and minutes for Centre meetings, Keeping records of decisions and policy implementations.

vii. Students Welfare and Discipline; Attending to students' complaints and welfare matters, coordinating disciplinary procedures when necessary.

Duties and Responsibilities in the College, Faculty and the Centre for Pre-degree Studies

a. Secretary, College of Agriculture Examination Malpractice Committee.
b. Secretary, Faculty of Agricultural Production and Management Review Panel.
c. Secretary, Faculty of Agricultural Production and Management Academic Board.
d. Secretary, Faculty of Agricultural Production and Management Board of Studies.
e. Secretary, Faculty of Agricultural Production and Management Journal Verification Committee.

f. Secretary, Faculty of Agricultural Production and Management Postgraduate Committee.
g. Secretary, Faculty of Agricultural Production and Management Public Lecture Committee.
h. Secretary, Faculty of Agricultural Production and Management Research Committee.
i. Secretary, Centre Management of Pre-Degree Studies.
j. Secretary, Management Board of Pre-Degree Programme.
k. In Attendance, College Disciplinary Committee Meeting.
l. In Attendance, Registry Review Panel Meeting.
m. In Attendance, Committee of Provost, Deans and Directors Meeting.
n. In Attendance, Business Committee of Senate Meeting.
o. In Attendance, Senate Meeting.
p. Any other duties assigned by the Registrar, College Secretary, Dean of the Faculty, Director Centre for Pre-Degree Studies and the College Provost.

3. Administrative Officer II Registry Department posted to the College of Science, Engineering and Technology saddled with responsibility of Administrative Officer in the College. **14th August 2020 - 4th April 2022**

Duties and Responsibilities in the College of SET

a. Secretary, College Examination and Time-table Committee from 2019/2020 Academic Session.
b. Secretary, College Finance Committee from 2019/2020 Academic Session.
c. Secretary, Publication of Science Book of Reading Committee from 2019/2020.
d. Secretary, College Examination Malpractice Committee from 2019/2020.
e. Secretary, Quality Assurance Policy Development Committee.
f. Secretary, College Annual Lecture Committee 2021/2022 Academic Session.
g. Secretary, College of SET Evaluation Committee on Indigent but Diligent Students Scholarship Scheme.
h. Secretary, Sub- Committee on ICT Matters for UNIOSUN 1ST Registry Annual Lecture 2021.
i. Secretary, CSET Committee for setting up a Digital Conference Room.

Job specification and Responsibilities.

i. Assist the College Secretary in Preparation and drafting Agenda of meeting(s), Memos, Minutes of meetings, Reports, Decision Extracts in the College.
ii. Planning and Organization of events, Colloquium and Orientation for staff and students of the College.
iii. Managing filing, storage and security of documents.
iv. Assist the College Secretary in responding to staff and students requests in the College Secretary's office.
v. Coordinating Examination Materials and Timetabling.

vi. Enforcement of students discipline and processing of disciplinary cases.
vii. Assist the College Secretary in Processing of College decisions/recommendations to the Committee of Provost, Deans and Directors (COPDD) meeting and Business Committee of Senate (BCOS) as well as Scanning of Senate Documents.
viii. Assist the College Secretary in Processing of Staff Matters for to Central Appointments and Promotions Committee (A&PC).
ix. And any other duties as directed by the College Secretary and the Provost of the College.
x. And any other duties as assigned by the Registrar.

4. Administrative Assistant (Support Staff) Faculty of Basic and Applied Sciences saddled with the responsibility of Administrative Assistant to the Faculty Officer (FBAS), College Secretary (SET) and the Dean of the (FBAS) since **12th of July, 2017 to 5th of August 2020**.

Job Specification and Responsibilities

i. Managing filing, storage and security of documents.
ii. Providing Administrative Support in the College and Faculty
iii. Coordination and proper record keeping in order to ensure smooth day to day running of activities in the Faculty.
iv. Ensuring proper documentation of both Teaching and Non –Teaching staff in the College.
v. Responding to students' requests in the Faculty.
vi. Taking computer Inventory of all records in the Faculty.
vii. Assist the Faculty officer in Preparation of Minutes and Agenda of meeting(s) in the Faculty.
viii. Monitoring and maintaining office equipment's
ix. Preparing correspondence, documentation, or presentation materials
x. Processing of memoranda from the Faculty to the College/Central Administration.

4. Graduate Appointment Programme (GAP) saddled with the responsibility of Administrative Assistant to the College officer and the College Secretary in the College of Science, Engineering and Technology from **November 2011-2014**.

Job Specification and Responsibilities

i. Managing the filing, storage and security of documents.
ii. Ensuring proper documentation of both Teaching and Non –Teaching staff.
iii. Responding to student's challenges in the College of SET.
iv. Ensuring data is entered into the computer system.
v. Ensuring all the information about the students are properly recorded and entered into the Computerized Student's Record.

vi. Assisting the College Secretary in registration of students in the College.
vii. Processing of Students files to the Department and Academic Affairs
viii. And any other duties as directed by the College Officer, College Secretary, Provost of the College and the Registrar.

F. CO- CURRICULAR PROFESSIONAL EXPERIENCE

Working and Studying: Skills improved while working and studying simultaneously in school includes but not limited to; Time management, Multitasking, Independence, Problem Solving, Motivation and Resilience.

G. MEMBERSHIP OF LEARNED/PROFESSIONAL BODIES

i. Member, Nigeria Institute of Management Chattered (NIM).
ii. Member, Association of Nigeria University Professional Administrators (ANUPA).

H. SERVICE

1. **University:**
   i. Supervision in resuscitation fallen sign post in the College/University in 2020
   ii. Assisted some Department during Accreditation Exercise.
   iii. Assisted the Ceremonial Committee during the Convocation Ceremony in 2020
   iv. Assisted the Student Affairs Unit in the Mobilization of Student for NYSC in 2015
2. **Community:**
   i. Assisted the Akede, Aratumi Oke- baale Community in construction of drainage.
3. **National:**
   i. National Youth Service Corps
4. **International:** Not Applicable

I. PUBLICATIONS: Not Applicable

J. CONFERENCES/WORKSHOPS ATTENDED WITH DATES

i. Ekiti State University Registry Workshop/Lecture: "The Registry as the Fulcrum for Effective Service Delivery in Tertiary Institutions in Nigeria", 2025.
ii. Osun State University,4th Registry Annual Lecture, "The Human Touch; Driving University Excellence Through Interpersonal Mastery", Topic: The Registry as the Heart of the University: Cultivating Connection, Collaboration and Excellence through, Interpersonal Skills for Effective Institutional Administration, 2025.

iii. Association of Nigeria University Professional Administrators (ANUPA), Training on "Effective Administrative Practices for Enhanced Productivity in the University" Bingham University, Km 26 Abuja- Keffi, Express Way, Kodope, Nassarawa State, 2025.

iv. Osun State University 1st University Annual Lecture, A National Conversation on the Future of Education Funding in Nigeria; Interrogating Funding of Education: Global versus Nigerian Perspectives, Olagunsoye Oyinlola Auditorium, Main Campus Osogbo, 2025.

v. University of Ibadan 2025 Registry Discourse, Titled: Exploring the Interplay between Leadership and Human Behaviour: The Archway to Effective Administration, Trenchard Hall University of Ibadan, Ibadan, Oyo State, 2025.

vi. Association of University Professional Administrators (ANUPA) Post- Covid Experience, the need for Paradigm Shifts in the University Administration, Professional Administrators Perspective, Multipurpose Hall UNIOSUN, 2024.

vii. LAUTECH Registry Seminar Series 4; Managing Nigerian Universities in Times Like These & The Art of Networking in University Administration, the great Hall, Ladoke Akintola University of Technology (LAUTECH), Ogbomoso, 2024.

viii. The Registry University of Ibadan. 2023 Registry Discourse, "University Laws, Regulations and Traditions: Matters Arising in Times of Erosion and Corrosion" Trenchard Hall University of Ibadan, Ibadan, Oyo State, 2023.

ix. Association of Nigerian University Professional Administrators. 2022 ANUPA Annual General Meeting & Conference. "Tomorrow and Beyond: Shaping the Future of Higher Education in Nigeria", University of Port- Harcourt, Rivers State, 2022.

x. Osun State University, Osogbo, Nigeria: Theme: State Ownership Dynamics, University Councils and the Need for a New Social Contract between Society and University. Main Auditorium Olagunsoye Oyinlola UNIOSUN, 2022.

xi. 8th Registry Annual Lecture Series and Training: "Lead, Inspire and Innovative: Strategies for an Efficient and Functional Registry" Obafemi Awolowo University, Ile-Ife, 2021.

xii. Osun State University 1st Registry Annual Lecture: "Building a Sustainable University Registry in Changing World: Challenges and Prospects", 2021.

xiii. Nigeria Computer Society (NCS) 11th International Conference. "E-Government & National Security". Royal Park Hotel, Iloko –Ijesa, Osun State, Nigeria, 2013.

xiv. The Development of Practical Manual for Management Courses. A reform in polytechnic education
National Conference held in Federal Polytechnic Ilaro-Ogun Nigeria 7th, October 2013.

xv. Strategic Human Resources Management in Small Scale Enterprises in Nigeria. National Conference, 2012.

K.EXTRA CURRICULAR ACTIVITIES

* Travelling & Surfing the Internet

L. ANY OTHER RELEVANT INFORMATION

Skill and Competencies;

i. Language skills: High level proficiency in English and Yoruba language.

ii. Strong written and verbal communication skills.

iii. Excellent time management skills; ability to prioritize.

iv. Self - directed and able to work without or less supervision.

v. Highly organized multi-tasker who works well in a fast-paced environment.

vi. Well developed ability to work as part of a team aiming to achieve set goals.

vii. Well developed Information Technology skills.

viii. Use of Microsoft Office such as; *Microsoft Excel*, *Microsoft Word*, *Microsoft PowerPoint*.

Olatilewa Olatunde GBOLAGADE

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Name	Signature	Date