**CURRICULUM VITAE**

**Address: Kwame Nkrumah University of Science and Technology, Kumasi**

**Deputy/ College Registrar, College of Agriculture and Natural Resources**

**E-mail: jsandoh.reg @knust.edu.gh/ kariandoh@yahoo.com/kariandoh18@gmail.com**

**Tel: +233209406879/**

|  |  |
| --- | --- |
| **1. Name**  |   **Juliana Serwaa Andoh** |
| **2. Personal Profile** | Juliana Serwaa Andoh is a Deputy Registrar at the Kwame Nkrumah University of Science and Technology, (KNUST) Kumasi, Ghana with over fifteen (15) years of experience in university administration and management. She has served as Assistant and Senior Assistant Registrar positions in many parts of the University including; the College of Science, School of Medical Sciences, General Administration, the School of Business, Affiliations Office under the Academic Affairs Division of the University as Liaison between KNUST and its 112 affiliate institutions (36 Private University Colleges and 76 Health Training Institutions) across the country. Currently, she is the College Registrar for the College of Agriculture and Natural Resources. In all, she has been in four (4) out of the six (6) colleges in the University namely; College of Science, College of Health Sciences, College of Humanities and Social Sciences and now College of Agriculture and Renewable Natural Resources.She has served as Secretary to several committees both within and outside the University, including, Search Committees for the Appointment of top management positions both at KNUST and other universities in Ghana. She has also served on other high-profile committees to review the collegiate system, Council Sub-Committees, KNUST 50th Anniversary Planning Committee and the criteria for appointments and promotions for Senior Academic Staff of the University among others. She has been a member and or served several other committees (over 50 committees) including those which reviewed the proposals for the establishment of about ten of the thirty-six private university colleges in Ghana currently affiliated to KNUST. As Liaison for affiliations, she was instrumental in the collaboration between University of Texas Rio Grande Valley, USA, and KNUST and its affiliates. Juliana holds a Master of Science Degree in Environmental Resources Management; Commonwealth Executive Master of Business Administration, Bachelor Science in Planning and a Certificate in Executive Leadership from the Ghana Institute of Management and Professional Administrators (GIMPA). Her research interest is in improving management practices in higher education leadership and administration. She has four (4) publications in reputable and top-notch refereed journals and has about forty-six (46) Memoranda and Positions Papers on university administration and management to her credit. She has attended several conferences and workshops both within and outside the country. Together with the Co-Presenter won the Second-Best Poster Presentation for the 2019 Going Global Annual International Conference in Berlin, Germany organised by the British Council. Her in-depth understanding in university administration has provided the opportunity to be the Resource Person and Lead Facilitator for many training workshops. Mrs. Andoh is a Member of the **British Educational Leadership, Management and Administration Society, Association of Commonwealth Universities,** Ghana Association of University Administrators, Fellow, Africa Hall, a member of Soroptimist International, former member of the University Choir and currently a Patroness of the Choir for the last ten years.  |
| **3. Profession** | Higher Education Management and Administration/ Development Planner  |
| **4. Membership of Professional Association** | * 2018- Date: **Member**, Association of Commonwealth Universities
* 2018- Date: **Member**, BELMAS
* 2005- Date: **Member**, Ghana Association of University Administrators
 |
| **5. Education**  | * 2013- Commonwealth Master of Business Administration
* 2003- Master of Science Environmental Resources Management
* 1999- Bachelor of Science Planning
* Currently pursuing PhD in Organisational Management
 |
| **6. Other trainings:** | 1. ‘21st Century Quality Assurance Knowledge and skills Workshop for Higher Education Personnel’, by Association of African Universities from **31st October-3rd November, 2017, KNUST**
2. Proposal Writing by the Office of Research Grants for the School of Business at KNUST, Kumasi **(April 2016);**
3. Workshop on Research Grant Proposals organized by KNUST office of Grants and research and WABER Conference: **July 2018, KNUST**;
4. Research Management Workshop by the African SNOWS Consortium and SPLASH/ WEDC, Loughborough University, United Kingdom, at KNUST, Kumasi **(November 2011)**;
5. Workshop on ‘Executive Leadership’ at Ghana Institute of Management and Professional Administrators (GIMPA), Accra (**June 2011);**
6. Competence development Master-Class for Secretaries and Administrators. **10th-14th September 2018, Cape-Town, South Africa**;
 |
| **7. Academic Research conducted:** | **Other Works Unpublished**1. **Andoh J.S.** 2013: *Trends and Performance of University Education in Ghana:* A case study of KNUST. (Thesis, Commonwealth Executive Master of Business Administration).
2. **Karikari J. S**. 2003: Strengthening the Capacity of Environmental Stakeholders in the Central Business District of the Kumasi Metropolitan Area, (Thesis, MSc. Environmental Resources Management).
3. **Karikari J.S. 1999:** Capacity Building and Utilization: A Case Study of Centre for Development of People (CEDEP) Women’s Forum, Kumasi, (Thesis BSc. Planning) 1999.
 |
| **8. Areas of Interests** | Higher Education Management and Administration/ Institutional Development |
| **10. Employment Record** | * **August 2005**-Date Deputy Registrar; Kwame Nkrumah University of Science and Technology, Kumasi
* **September 2002- April 2005;** Network for Training and Development, NGO
 |
| **11. Recent** **Assignments undertaken** | * Auditing of 36 ptrivate University Colleges affiliated to KNUST
 |
| **12. Technical Reports Participated in Writing/ Produces** | * Ahmed A. and **Andoh J.S.** June 2016: *Performance and Growth of Small-and-Medium Scale Enterprises in Ghana, Managerial Competency & Capability Approach:* The Proposal was submitted to the Bank for Housing and Construction to train small businesses in managerial competencies. The Proposal was accepted and the capacities of the Small Businesses were built in the area of book keeping, customer service, communication skills, basic knowledge in their respective ventures among others.
* 2. Audit Report on 36 Private University Colleges affiliated to KNUST
 |
| **13. Workshops and Training** **Programmes** **facilitated** | * **Resource Person**, Training Workshop for Affiliate Private University Colleges (August, 2018);
* Liaison for the collaboration between University of Texas Rio Grande Valley and KNUST Affiliated Private University Colleges (July, 2019- Date);

 * **Resource Person,** Two-Day Training Workshop for Entrance University College of Health Sciences (November, 2019);
* **Resource Person,** Two -Day Training Workshop for Mountcrest University College (June, 2019);
* **Resource Person,** two-Day Training workshop for Data Link Institute (February, 2019);
* **Resource Person,** Training Workshop on Office Management for Administrative Assistants in the School of Business (August 2015);
* **Resource Person,** Refresher Course for Administrative Staff of Building Road and Research Institute (BRRI) (October 2011);
* **Resource Person and lead Facilitator,** Capacity Building Workshop on Policy Analysis of HIV/AIDS and Project Management for the Ghana AIDS Response Funds Beneficiaries organized by the Plan Parenthood Association of Ghana and Ghana AIDS Commission in Kumasi (March 2003
 |
| **14. Conferences Attended** | * British Educational Leadership and Management 2019 Annual Conference, Leicester, United Kingdom from 12th - 14th July, 2019;
* Going Global Annual Conference, Berlin, Germany from 13th -15th May, 2019;
* Navigating Women’s Career in Higher Education: DIES Workshop on Gender Equity, 10th- 12th April, 2019, Koforidua, Ghana;
* Registrar’s Offices Workshop Retreat, August 30th -1st September 2019, Sunyani, Ghana;

 * Competence development Master-Class for Secretaries and Administrators. 10th-14th September 2018, Cape-town, South Africa;
* 21st Century Quality Assurance Knowledge and skills Workshop for Higher Education Personnel, 31st October-3rd November, 2017 by Association of African Universities;
* Workshop for staff of the Procurement Office and other Principal Officers of the University on the Procurement Act at Anita Hotel, Kumasi (August 2013);
* Research Management Workshop by the African SNOWS Consortium and SPLASH/ WEDC, Loughborough University, United Kingdom, at KNUST, Kumasi (November 2011);
* Workshop on ***‘****Higher Education Science and Curricular Reforms: African Universities Responding to HIV/ AIDS’* by UNESCO and African Women in Science and Technology held in Nairobi, Kenya (April 2006);
* In- Country training workshop on ***‘****Higher Education Science and Curricular Reforms: African University Responding to HIV/ AIDS’* jointly organized by UNESCO and African Women in Science and Technology held in KNUST, Kumasi Ghana. (December 2006).
* Workshop on Proposal Writing by the Office of Research Grants for the School of Business at KNUST, Kumasi (April 2016)

  |
| **Article Published in Conference Proceedings** | **i Ghansah B, Andoh J.S. and Gbagonah P:**  *The Determinants of Students Satisfaction in Academic and administrative Services in Some Private Universities;* Published in the International Journal of Applied Management Sciences and Engineering Volume 6. Issue2. July- December 2019; **ii. Andoh J.S. and Ghansah B** June 2019**:** *A study of leadership Styles on Employees’ Performance in Some Selected Private Universities in Ghana;* Published in the International Journal of Engineering Research in Africa. **iii.** Andoh, J.S. and Ghansah, B. June 2019: A study of leadership Style on Employees’ Performance in Some Selected Private Universities in Ghana(available on Google Scholar;**iv. Andoh, J.S.,** Acquah, N. I, and Agyemang, Y. O. **The Effect of job Satisfaction on Turnover Intentions: The Mediating role of Organizational Commitment.** * + 1. **Conference Papers**

1. **Andoh J. S. and Addo Paul** July 2019: Educational Leadership and Community Engagement: Assessment of an Institutional Approach to Social Change. Presented at the 2019 BELMAS Annual Conference in Leicester, United Kingdom 2. **Andoh J. S. and Addo Paul May 2019:** Poster Presentation on Using KNUST’s Virtual programme to train the next generation of the critical mass of Africa’s next generation of Human Capital. Presented at the 2019 Going Global International Conference in Berlin, Germany. This won the second best of Poster Presentation.  |
| **15. Records of Publication** |  1. *International Journal of R&D Innovation Strategy*Volume 1 • Issue 2 • July-December 2019. Copyright © 2019, IGI Global. Copying or distributing in print or electronic forms without written permission of IGI Global is prohibited.31<https://orcid.org/0000-0002-3085-706X> *2. International Journal of Applied Management Sciences and Engineering* Volume 6 • Issue 2 • July-December 2019 Copyright © 2019, IGI Global. Copying or distributing in print or electronic forms without written permission of IGI Global is prohibited. <https://orcid.org/0000-0002-2286-3291>, <https://orcid.org/0000-0002-8573-4833>3. (available on Google Scholar); *International Journal of Engineering Research in Africa* (Volume 43. pages 157-167)1. *Open Journal of Business and Management*. Paper ID:1531050 November, 2019.
 |
| **Service to Community** | 1. **Secretary**, Soroptimist International, Kumasi Club - **2013-2014**
2. **Member, Soroptimist** International, Kumasi Club-**2009 – Date**

I have been a Member and Secretary of Soroptimist International of Ghana, Kumasi Club Headquartered in the Netherlands since 2010. This is a Women’s Society which seeks to promote the welfare of women and children through the personal contribution and efforts of Members. Since my last promotion, the Club has undertaken the following projects to improve the lot of its targets. * Construction of a library for Weweso Junior High School
* Construction of KVIP and bathrooms in Assin Kyinaso in the central region
* Construction of Borehole at Akyina near Ejisu
* Supply of basic needs to some Orphanages in Kumasi

As Secretary, I was very instrumental in the implementation of the above listed projects. 1. **Patroness,** University Choir - **2010-Date**. I was very instrumental in the celebration of the 50th anniversary of the Choir and have been supporting them in diverse ways. A citation from them as a sign of their appreciation**.**
2. **Students Affairs Coordinator,** Good Shepherd Foundation (GSF), a Non-Governmental Organization based in Indiana, in the United States of America **2007-Date**

I am the Students Affairs Coordinator for the Good Shepherd Foundation (GSF), a Non-Governmental Organization based in Indiana, in the United States of America. The mission of the GSF is to support the under privileged rural communities in West Africa. Through my instrumentality and pieces of advice, the Foundation went beyond its original objective of supporting the twelve students who were being sponsored for their secondary education at the time of my last promotion to provide resources for their university education. Ten (10) out the twelve students benefited from this by pursuing different programmes in universities in Ghana. The list of these students, the programmes they pursued/ pursing and their student numbers is attached. |