**CURRICULUM VITAE**

**i.   Full names and Surname in Capital: OLUWASEYE, Johnson Kolawole
ii.   Post desired and Department: Administrative/Programme Officer
iii.   Place and Date of Birth: Abeokuta / 1st August, 1961
iv.   Nationality: Nigerian
v.   Religion: Christianity
vi.   Current Postal Address: P. O. Box 146, Ifo, Ogun State
vii.   Permanent Home Address and**

 **Telephone No.: 2, Ejio Road, Egunla Estate, Arigbajo**

**08137955408**

**viii.   Marital Status:- Married
ix.   Names and ages of children: Ife- 32, Igbagbo – 28, Ireti - 23
x.   Institutions attended with dates :**

**Abeokuta Grammar School 1976 – 1980**

**Ansarudeen Teachers College, Ota 1981 - 1982**

**Federal College of Education, Okene 1982 – 1985**

**University of Ilorin 1988 – 1992**

**xi.   Academic and professional qualifications with dates:**

**B. A. (Edu.) Language Arts- English 1992**

**National Certificate in Education 1985**

**Teachers Grade Two Certificate 1981**

**W. A. S. C. (Grade 3) 1980**

**GCE O/L 2013**

**Xii Professional Certificates**

 **Member: Nigerian Institute of Management 2017**

 **Member: Association of Nigerian University Professional Administrator 2018**

**xiii.   Work Experience including details of former and present post and salary:**

1. **Institution: Abeokuta Grammar School, Abeokuta**

**Position: English Teacher Date: 1986-1990**

 **RESPONSIBILITIES**

* **Taught English Language**
* **Was a Boarding House Master**
* **Member of Literary and Debating Committee**
* **Secretary, Boarding House Management Committee**
1. **Institution: Iju Ebiye High School, Iju-Ota.**

**Position :English Teacher Date: 1990- 1994**

* **RESPONSIBILITIES**
* **Was a Class teacher**
* **Taught English Language**
* **Member of Literary & Debating Committee**
* **Teacher in charge of the School Choir**
1. **Institution: Amicable Bank of Nig. Ltd.**

**Position : Supervisor, Pers./Admin. Dept. Date: 1994 - 1997**

**RESPONSIBILITIES**

* **Repair of Company Cars**
* **Employment/ Promotion of Staff**
* **Other assignment from the Manager (Pers./Admin)**
1. **Institution: Methodist High School – Arigbajo, Ogun State**

**Position : Senior English Teacher Date: 1997 - 1999**

 **RESPONSIBILITIES**

* **Taught English Language**
* **Was a Boarding House Master**
* **Assisted the Teacher in Charge of the School Library**
* **Was the Teacher in Charge of the School Choir**
* **Was the Speech Writer to the Principal of the School**
* **Member, Literary & Debating Committee**
* **Member, School Library Committee**
* **Member, School Counselling Committee**
1. **Institution: Faith Academy, Canaan land, Ota, Ogun State**

**Position : Principal Tutor, English Language. Date: 1999 – 2003**

 **RESPONSIBILITIES**

* **Taught English Language**
* **Member of Disciplinary Committee**
* **Member of Examination Committee**
* **Was a teacher in charge of one of the Houses**
* **Was a Minister at Students Morning Assembly**
* **Chairman, Quiz and Debate Sub- Committee**
* **Chairman, Commentators/Announcers Sub - Committee**
1. **Institution: Elderly English School, China.**

**Position : English Teacher Date: 2003 – 2005**

 **RESPONSIBILITIES**

* **Taught English Language in China**
* **Coordinated the Singing and the Dancing group**
1. **Institution: Joseph Ayo Babalola University, Ikeji Arakeji**

**Position : Assistant Registrar (Student Affairs Officer) Date: 2006 - 2007**

 **RESPONSIBILITIES**

* **Secretary, Students Disciplinary Committee**
* **Secretary, Students Affairs Committee**
* **Secretary, Parents Forum**
* **Secretary, University Ceremonies Committee**
* **Implemented decisions of the University on Students Welfare**
* **Desk Officer, Joint Admissions & Matriculation Board &**

**National Universities Commission.**

1. **Institution: Joseph Ayo Babalola University, Ikeji Arakeji**

**Position: Assistant Registrar (Academic Officer) Date: 2007 - 2010**

 **RESPONSIBILITIES**

* **Secretary, University Admissions Committee**
* **Secretary, University Ceremonies Committee**
* **Coverage of Senate Meeting**
* **Responding to letters written by students on academic issues.**
* **Secretary, Ad-Hoc Committees of Senate.**
* **Secretary, Committee of Deans**
* **Desk Officer, Joint Admissions & Matriculation Board &**

**National Universities Commission.**

1. **Institution: Joseph Ayo Babalola University, Ikeji Arakeji**

**Position: Senior Assistant Registrar (Head, Lagos Office) Date: 2010 - 2013**

 **RESPONSIBILITIES**

* **Sale of forms for full-time and part- time admission into JABU**
* **Publicity visits to churches; especially to the DCC and Zones in Lagos.**
* **Payment of PHCN Bills**
* **Processing of LASSA Approval for the University’s signboard**
* **Cooperating with the representative of the admissions committee by printing the admission letters.**
* **Coverage of the meeting of the University Endowment Fund on behalf of the Registrar.**
* **Issuance of receipt for purchase of full-time and part-time forms.**
* **Centre Manager for the Part-Time Programmes of the University.**
* **Issuance of receipt for payment of Endowment Fees.**
* **Any other assignment given by the Authorities of the University as from time to time.**
1. **Institution: Ondo State University of Science & Technology, Okitipupa**

**Position: Senior Assistant Registrar – (Students’ Affairs) Feb. 2013 – Oct. 2015**

 **RESPONSIBILITIES**

**\* Liaison with all Service Departments, Hall Masters and workers on matters affecting students’ welfare**

**\* Liaison with Students representatives on all matters relating to students.**

**\* Publication of Students Handbook of Information and any other Students Publication**

**\* Responsible for the conduct of Elections of Students’ representative at all level and their induction.**

**\* Responsible for students activities relating to Convocation for award of degrees and prizes**

**\* Attending to students disciplinary matters.**

**\* Allocation of students into hall of residence**

**\* Responsible for processing of applications and the allocation of hall of Residence**

**\* Preparation of Hall of Residence, preparation of hall list and non-residential students list.**

**\* Responsible for the consideration of students orientation activities.**

**\* Identification of students and issuance of students’ identification cards.**

**\* Responsible for organising alumni activities during the convocation week.**

**\* Responsible for the arrangement of scholarship interviews and preparation of list of scholarship holders.**

**\* Preparation of students masters list for National Youth Service Corps.**

**\* Liaison with the NYSC on the issuance of call –up letters to graduating students.**

**\* Supervision of the senior and junior staff of the unit**

**\* other assignment as specified by the Registrar or the Vice-Chancellor from time to time.**

**xiii.   Extra curricular activities:** **Reading, Singing and Playing Musical Instrument**

1. **Institution: Ondo State University of Science & Technology, Okitipupa**

**Position: Senior Assistant Registrar – (Academic Affairs) Nov. 2015 – Oct. 2017**

1. **Institution: Ondo State University of Science & Technology, Okitipupa**

**Position: Principal Assistant Registrar – (Council Affairs) Nov. 2017 – April. 2019**

1. **Institution: Ondo State University of Science & Technology, Okitipupa**

**Position: Principal Assistant Registrar – (Human Resources Unit) May. 2019 – May. 2020**

**xv.   Names and addresses of three (3) referees:**

1. **Professor O. M. Folarin**

**Professor of Chemistry**

**Olusegun Agagu University of Science & Technology,**

**Okitipupa, Ondo State**

**Tel: 08062530595**

1. **Professor A. E. Adegbite**

**Professor of Biological Sciences**

**Olusegun Agagu University of Science & Technology,**

**Okitipupa, Ondo State**

**Tel: 07033866186**

1. **Professor Adewole Adeyeye**

**Professor of Philosophy**

**Olusegun Agagu University of Science & Technology,**

**Okitipupa, Ondo State**

**Tel: 09090642186**