

Position: **Student Affairs**

Application Deadline: 1<sup>st</sup> July 2018

### **Job Description (Summary)**

Provides administrative support for academic student affairs. Provides detailed information on policies and academic regulations. Verifies, processes and approves documents related to admissions, registration, graduation and submission of grades. Coordinates activities related to admissions, examinations, registration and graduation.

Informs students and resolves problems in relation to their file. Produces and coordinates distribution of documents.

### **Responsibilities:**

- Receives and provides detailed information and explanations to students. Participates in the organization of admissions and registration. Prepares, exams and verifies admissions and registration session files. Ensures follow-up. Completes and approves forms concerning course or program changes, interdepartmental or inter-university registration, and residency and internship programs.
- Assists academic advisors in relation to matters such as equivalencies, recognition of courses from other institutions, transfer of credits and probationary status. Prepares and verifies files. Coordinates and schedules student interviews.
- Informs students in relation to their files. Resolves problems. Ensures the application of academic regulations and deadlines. According to the needs of the unit, prepares residency rotation and other student activity schedules, contacting the necessary officials to coordinate and verify placement.
- Coordinates application process for awards, scholarships and fellowships. Distributes application forms and provides information on procedures and deadlines. Verifies that student files are complete and, as required, ensures necessary linkage with admissions process.
- Controls enrolment in courses. Compiles information, verifies and updates timetables and calendar entries. Coordinates submission to central scheduling system and acts as a contact person for the unit. Maintains a current file of courses, calendars, programs, students and graduates. Coordinates administrative processes relating to doctoral comprehensive and oral defense examinations and the submission of theses and dissertations.
- Organizes specific operations with regard to the start of the semester, loan applications, course and residency evaluation, and exam scheduling and invigilation. Prepares timetables and schedules room bookings for unit. Prepares, schedules and books exams for unit.
- Obtains and compiles grades. Completes and verifies lists of examination results. Selects and adapts the calculation formula according to the grading system given by the professor. Coordinates submission of grades and requests for grade revisions as well as deferred exams. Verifies and corrects transcripts. Identifies and verifies files of graduating students. Prepares for and attends evaluation meetings and follows up as required.
- Ensures that tuition fees and other student fees are properly assessed. Verifies results of language tests and informs students of course of action in case of failure; follows up on these cases.
- Identifies and verifies files of graduating students. Prepares forms requesting diplomas and lists of graduating students. Prepares documents for convocation, attends and assists with this event.
- Maintains filing system and prepares material for archiving. Performs data entry and updating of student files. Resolves related problems.

- Produces reports and statistics involving the determination of variables, sorting queries and the selection of format.
- Produces and signs correspondence and instructions related to the duties of the position. Types various documents. Compiles information, updates, formats and edits, for grammar and accuracy, unit publications related to student affairs. Coordinates publication of materials in consultation with appropriate resource persons including maintaining and updating Web pages.
- Uses word and data processing software. Updates standard computerized applications.
- Maintains up-to-date knowledge of current policies, procedures and regulations.
- The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, which may be performed by an employee whose position has been matched to this generic job description.

### **Qualifications and Skills:**

#### Secretarial and management

- Accounting
- Budgeting
- Conflict Resolution.
- Communication skills.
- Group Facilitation.
- Keeper Of Documents.
- Multi-Department Management.
- Negotiation.
- Opportunity.
- Promoter.
- Team Building.
- Unity and Social Justice.
- Visionary.
- Willingness To Try New Things.

### **To Apply:**

Apply by e-mailing your updated CV to [jobs@ue.edu.krd](mailto:jobs@ue.edu.krd) with the title of the position in the subject line.