University of Kurdistan Hewlêr
زانکۆی کوردستان ھەولێر

Vacancy Announcement

Registry Associate

The University of Kurdistan Hewlêr is a leading modern University in the Kurdistan Region – Iraq and we are at an exciting stage in our development. The Academic Registrar's Office is making a significant investment to support its strategic development over the next five years and to help further position the office as a key player in the success of the University.

We are seeking inspirational staff members to join our team and to contribute to the success and growth of the office. In particular, we would welcome interested candidates who can contribute as a Registry Associate to provide excellent contribution required for the execution of the functions of Academic Registrar's Office and as instructed by the line manager. This position will contribute to, in working with the line manager and compliance with the University policies and procedures, the implementation of the functions of Academic Registrar's Office and carry out administrative tasks as assigned by the line manager.

This is a tremendous opportunity to join a strong team of committed people in the enhancement of the University of Kurdistan Hewlêr.

VACANCY TITLE:	Registry Associate
VACANCIES AVAILABLE:	One
OFFICE:	Academic Registrar's Office (ARO)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE 1.0
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr
REPORTING TO:	Registrar
APPOINTMENT DURATION:	1 Year (subject to renewal depending on needs, performance and mutual agreement)
PROBATION PERIOD:	3 Months
APPLICATION DEADLINE:	Application is open until the position is filled
JD VERSION:	100321

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DUTIES AND RESPONSIBILITIES

The Registry Associate will:

- Principal duty is timetabling.
- Responsible for monitoring student status.
- Responsible for forms and lists used during exams, including but not limited to class lists, door lists, form b, form c and cover envelopes.
- Managing information in the website, preparing manuals, liaising with IT department regarding online system.
- Undertake a wide range of general administrative and office duties, including, but not limited to making and receiving telephone calls, scheduling appointments, photocopying, research, circulation of information, general filing, maintaining files, updating the database, etc.
- Undertake other clerical and administrative duties relating to Registry functions and be deployed across any team within ARO (Admissions, Student Records, Examinations) as demand dictates.
- Responsible for generating reports for student feedback on modules and programmes.
- Respond to appropriate requests or inquiries via email or in person; e.g. from students, line managers, Academic Support Unit, faculty members, etc.
- Handle queries at the Front Desk.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.

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PERSON SPECIFICATIONS

The Registry Associate should have:

- A University degree (Credit Points: 300, Years of Study: Minimum of Three Years*) in Business/Management, Computer Science/Information Systems Management or any other relevant discipline with a minimum of 1-2 years of experience in administration.
- Knowledge and clarity on Academic Timetabling or scheduling.
- Knowledge and experience with educational software is preferred.
- Experience in Higher Education is a must.
- Advanced spoken and written ability in English language; ability to read, write and speak in Kurdish and Arabic languages will be an advantage.
- Ability to use office equipment, such as printer, scanner, etc.
- Ability to assist in the processing of documentation relevant to Registry functions.
- Good working knowledge of word processing and spreadsheet software packages, such as, Microsoft Office Word and Excel.
- Exceptionally good interpersonal and communication skills.
- Good organisation skills and accurate clerical abilities.
- Ability to provide a high standard of customer service in a busy environment.
- Ability to work independently and as part of a team.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the Vacancy Title: Registry Associate and inserting the most recent passport size photo in the area provided on the application form.
- Only complete applications: Application Form (with the most recent photo), Personal Statement and CV will be considered.
- Size of the photo must be 45mm x 35mm with no less than 150 pixels for the quality.
- Any application that does not specify the vacancy applied for will not be considered.
- An Application Form is available at Current Vacancies on the University website (http://www.ukh.edu.krd).
- Only short listed candidates will be contacted for an interview.

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*10 to 20 2-hour sessions passed successfully will be worth 10 to 20 Credit Accumulation and Transfer Scheme (CATS).