



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

Vacancy Announcement

Registry Associate (Communications and Student Support)

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 contribute to the success and growth of the office. In particular, we would welcome interested candidates who can contribute as a Registry Associate (Communications and Student Support) to provide the excellent contribution required for the execution of the functions of the 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 the Academic Registrar's Office, and carrying 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 (Communications and Student Support)
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:	3 Years (subject to renewal depending on needs, performance, and mutual agreement)
PROBATION PERIOD:	6 Months
APPLICATION DEADLINE:	The application is open until the position is filled
JD VERSION:	021122-1



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

DUTIES AND RESPONSIBILITIES

The Registry Associate (Communications and Student Support) will:

- Handle official communication to students (registry@ukh.edu.krd).
- Assist the Student Affairs Director in matters related to the registry or academic policies, regulations, and processes.
- Provide academic regulatory guidance to the relevant Student Affairs department.
- Manages all Mitigating Circumstance related cases and follow-up cases with the Clinic Unit.
- Act as record keeper for all Academic Disciplinary committee meetings (minutes), rulings, and announcements.
- Act as registry representative in university extra-curricular events and student social events.
- Act as registry liaison to other administrative departments for cases concerning student welfare and safety.
- Manages registry announcements to students.
- Manages communication of Academic Appeals decisions.
- 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.
- Circulate information updates to and from the main Registry office.
- Undertake any other reasonable duties commensurate with the nature of the post and as requested by the line manager.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

PERSON SPECIFICATIONS

The Registry Associate (Communications and Student Support) should have:

- A University degree, preferably in Business Management or Engineering.
- Three years of relevant work experience for holders of a Diploma and one year of relevant experience for Bachelor holders are required.
- Work experience in higher education is preferred but not required.
- Advanced spoken and written ability in the English language; the 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 (Communications and Student Support) 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.
- The 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 Vacancies on the University website (<http://www.ukh.edu.krd>).
- Only short-listed candidates will be contacted for an interview.