



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement
Student Affairs Assistant

Summary:

The University of Kurdistan Hewlêr (UKH) is seeking a qualified candidate for the position of Student Affairs Assistant within the Student Support and Wellbeing Centre (SSWC). This full-time role involves a 40-hour workweek, normally from 08:30 AM to 4:30 PM, Sunday through Thursday.

The successful candidate will report to the Director of Student Affairs, contributing to the efficient functioning of the SSWC. Key responsibilities include organising and managing schedules, processing communication channels, maintaining office equipment, creating reports, and assisting in event organisation. Additionally, this role involves assisting in the planning and implementation of student programmes, services, and activities that promote student engagement, development, and success. As well as attending meetings, recording notes, keeping records, and ensuring the confidentiality of sensitive information.

VACANCY TITLE:	Student Affairs Assistant
VACANCIES AVAILABLE:	One
CENTRE:	Student Support and Wellbeing Centre (SSWC)
JOB FAMILY:	Administration
TYPE OF CONTRACT:	FTE
HOURS OF WORK:	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
PLACE OF WORK:	University of Kurdistan Hewlêr (UKH)
REPORTING TO:	Director of Student Affairs
CONTRACT DURATION:	3 Years
PROBATION:	6 Months
APPLICATION DEADLINE:	Applications are open until the position is filled.
JD VERSION:	290724-1



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

DUTIES AND RESPONSIBILITIES

- Organising and managing schedules and calendars for staff, in the SSWC.
- Receiving and processing communication channels, including email, phone, and physical mail. Maintain and update the Student Affairs social media platforms.
- Assist in the coordination of student orientation programmes and activities.
- Facilitate student engagement in campus activities and organisations.
- Ensure functionality of necessary office equipment, and requisition new equipment and supplies as needed.
- Creating reports and memos for the Director of Student Affairs and the senior employees as assigned and needed.
- Offer assistance in organising events, including ordering materials, and requisitioning meeting spaces.
- Attend meetings and record notes and messages for the Director of Student Affairs and the senior employees.
- Keeping records and individual student files.
- Save and retrieve any file upon request.
- Keep very serious confidentiality about the information the Centre deals with.
- Collaborate with other departments on campus to ensure cohesive communication strategies for student success.
- Undertake any other reasonable duties as requested by the line manager.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

PERSON SPECIFICATIONS

- A University degree in business management.
- Proficiency in Microsoft Office Suite and social media platforms.
- One year of experience in the domain.
- Knowledge of using standard office equipment.
- Proven experience of being able to handle multiple tasks at the same time.
- Notable organisational skills and the ability to provide organisation and structure that others can follow.
- Strong communication skills and the willingness to make phone calls, emails, and other communications. Ability to work effectively with a diverse student population.
- Comfortable working independently when needed, or as part of a team.
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times.

HOW TO APPLY

- Interested applicants are requested to email their Application Form, CV, and Personal Statement to jobs@ukh.edu.krd by indicating the specific Vacancy Title: Student Affairs Assistant 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 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>) or click [here](#) to download it.
- Only short-listed candidates will be contacted for an interview.