



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

School Administrator

Purpose of Role:

The principal purpose of the role is to provide professional administrative support within the School. The post holder will report to the Dean of the School but will work closely with other academic staff within the School and staff within the Academic Registrar's Office.

VACANCY TITLE:	School Administrator
VACANCIES AVAILABLE:	One
SCHOOL:	School of Social Sciences
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 – School of Social Sciences
REPORTING TO:	Dean of the School
APPOINTMENT DURATION:	1 year
PROBATION:	3 months
APPLICATION DEADLINE:	10-15/09/2024
JD VERSION:	210824

DUTIES AND RESPONSIBILITIES

- Provide comprehensive administrative support to the Dean of School, including managing the diary, handling secretarial tasks, managing documents, and overseeing physical resources and consumables within the School.
 - Manage and update the School's Moodle pages, ensuring they are kept current and that all required documentation, such as Module Descriptor forms, have received necessary approvals.
 - Manage student attendance records, issue warnings for poor attendance, and liaise with the Academic Registrar's Office staff as necessary.
 - Prepare examination envelopes according to instructions from the Academic Registrar's Office.
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- Represent the School in student recruitment activities and attend events as required.
- Act as the secretary for relevant School-level meetings, including the School Academic Committee, Quality Assurance & Accreditation Committee, and Staff-Student Committee.
- Collaborate with the Academic Registrar's Office to collect and follow up on Mitigating Circumstances forms and associated documentation.
- Fulfil invigilation duties as needed.
- Coordinate with the Finance Department regarding outstanding fees and follow up with individual students as required.
- Handle various personnel-related administrative tasks, serving as a liaison between the HR Department and School employees. Ensure effective communication and prompt resolution of all HR queries. Assist in coordinating HR policies, processes, and relevant documents.
- Assist with the School's internship programmes including assisting with finding their internship sites and archiving their attendance and forms.
- Assist the Chair of the Student-Staff and Academic Committees in organizing regular meetings, preparing meeting agenda and items, taking minutes, and helping with developing policy papers for the Committees' meetings.
- Coordinate and nominate speakers for workshops and seminars for UKH staff and students on topics related to professional development, teaching and learning effectiveness, research ethics, academic integrity, and others.
- Assist in calling for and arranging regular school meetings, taking and sharing meeting minutes, and coordinating and following up the implementation of school meeting recommendations and decisions.
- Provide individual and group support to the School's faculty in addressing problems which may arise in regard to teaching in general, and more specific individual cases of students in need of special treatment and support.
- Liaise with student representatives on sharing and discussing their concerns and suggestions with the School Dean and programme directors and coordinators.



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- Provide support in minoring regular supervisory meetings between students and their supervisors and coordinating the submission of thesis progress reports.
- Help the programme directors with addressing cases of plagiarism and academic misconduct in accordance with the University's policy for plagiarism.
- Perform other responsibilities consistent with the nature of the duties and as requested by the line manager.

PERSON SPECIFICATIONS

- A bachelor's degree in English, Translation, Political Science and International Relations, or any other relevant discipline with a minimum of 3 years of experience in Administration, OR;
- Master's degree in English, Translation, Political Science and International Relations, or any other relevant discipline with a minimum of 1 year of experience in Administration.
- Specialised certification in Office Administration is desirable.
- Knowledge of Higher Education Systems, including knowledge of academic policies, accreditation standards, and educational trends. In addition, to familiarity with the specific rules and regulations of the university or educational institution.
- 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.
- Good communication and interpersonal skills, both verbal and written in the English; Kurdish and Arabic languages. Must be able to effectively communicate with various stakeholders, including faculty, staff, students, parents, and external partners.
- Proficiency in using technology and educational software systems (Microsoft Office Word and Excel), office equipment, such as printers, scanners, etc. Familiarity with student information systems, learning management systems, data analysis tools, and other relevant software Moodle and Outlook emails.



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- Demonstrate high ethical standards and professionalism in their roles. Should adhere to the university's code of conduct, maintain confidentiality, and act with integrity and fairness.
- A commitment to ongoing professional development and staying updated with the latest trends and research in education administration and participation in relevant workshops, conferences, and professional associations.
- 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 specific Vacancy Title: School Administrator 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.