



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement

Registry Associate - Admissions

The Registry Associate - Admissions will mainly assist the admission and recruitment unit under the Academic Registrar's Office of UKH. This position is mainly responsible for UG and PG programme admissions.

VACANCY TITLE:	Registry Associate – Admission
NUMBER OF VACANCIES:	One
OFFICE:	Academic Registrar's Office
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:	Registry Senior Officer (or the assigned ARO Staff)
APPOINTMENT DURATION:	1 Year
PROBATION PERIOD:	3 months
APPLICATION DEADLINE:	Application is open until the position is filled.
JD VERSION:	151224



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DUTIES AND RESPONSIBILITIES

The Registry Associate - Admissions will:

- Assist prospective undergraduate and postgraduate applicants by providing thorough information about UKH and its programmes, creating applicant accounts in the system, and updating applicants for missing admission requirements.
- Responsible for managing and updating information submitted in the student information system.
- Assist in the processing of admission and registration of transfer students, non-degree students, re-admission students, installment payment, etc.
- Respond proactively to applicants' issues and concerns on submission of requirement and completion of the admission procedure.
- Assist applicants and provide support to Academics and staff on all matters pertaining to the admission and registration process.
- Act as liaison with the IT department in managing and updating the features of the system in conjunction with the needs of the admission process.
- Manage and supervise the physical filing of students' documents.
- Assist the recruitment unit in conducting campus tours, fairs, and recruitment events.
- Keep up to date on industry developments and competitive institutions and make recommendations for improving recruiting efforts.
- Undertake other clerical and administrative duties relating to Registry functions and be deployed across any team within ARO as demand dictates.
- Any other duties assigned by the Registry Senior Officer or senior ARO staff authorized by the Registrar.

PERSON SPECIFICATIONS

The Registry Associate - Admissions should have:

- A University degree in a relevant discipline.
- At least one year of work experience, preferably in a university setting.
- Fluency in English, good spoken and written ability in Kurdish and Arabic.
- Knowledge and skills of using MS Word, PowerPoint, Excel, and Outlook.
- Ability to enter, arrange, and categorise data and information relevant to recruitment and Registry functions.
- Good interpersonal and communication skills.
- Good organisation skills and accurate clerical abilities.
- Ability to manage and prioritise own tasks.
- Ability to provide a high standard of customer service in a busy environment.
- Ability to work independently and as part of a team.



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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: Registry Associate - Admissions 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.
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