



University of Kurdistan Hewlêr  
زانكۆی كوردستان ههولێر

**Vacancy Announcement**

**Registry Senior Assistant – Records**

The Registry Senior Assistant - Records will mainly assist the Registration and Records unit under the Academic Registrar's Office of UKH. This position is mainly responsible for registration and progression of students.

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<b>VACANCY TITLE:</b>	Registry Senior Assistant – Records
<b>VACANCIES AVAILABLE:</b>	One
<b>OFFICE:</b>	Academic Registrar's Office
<b>JOB FAMILY:</b>	Administration
<b>TYPE OF CONTRACT:</b>	FTE 1.0
<b>HOURS OF WORK:</b>	40 Hours/Week (Normally 08:30 AM – 4:30 PM, Sunday – Thursday)
<b>PLACE OF WORK:</b>	University of Kurdistan Hewlêr
<b>REPORTING TO:</b>	Academic Registrar
<b>APPOINTMENT DURATION:</b>	1 Year
<b>PROBATION PERIOD:</b>	3 Months
<b>APPLICATION DEADLINE:</b>	Application is open until the position is filled.
<b>JD VERSION:</b>	151224-1

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**DUTIES AND RESPONSIBILITIES**

The Registry Senior Assistant - Records will:

- Be responsible for front-desk queries.
- Collect, update, scan, and retrieve students' documents and records and convert all documents into electronic format.
- Responsible for maintaining and updating students' physical files.
- Coordinate with the Registry Supervisor in the preparation of reports.
- Coordinate with School Administrators in updating academic records of students, processing of mitigating requests, appeals, student requests, scholarships, exchange programmes, etc. as assigned by the Registry Supervisor.
- Participate in ARO events such as Open Days, Induction and Academic Orientation, Recruitment School Visits, Educational Fairs, etc.
- Undertake general administrative and office duties, including but not limited to dealing with emails, typing, writing letters, processing mail, printing, and photocopying documents, making and receiving phone calls, arranging for meetings, restocking office supplies, etc.
- Undertake other clerical and administrative duties relating to Registry functions and might be deployed across any unit/team within the Academic Registrar's Office (admission and recruitment, and QA&A) as required by the line manager.
- Undertake any other duties commensurate with the nature of the post and as requested by the line manager authorised by the Registrar.

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**PERSON SPECIFICATIONS**

The Registry Senior Assistant - Records should have:

- A University degree in a relevant discipline, preferably Business, Management, or Administration.
- At least one year of work experience in an office set-up.
- Fluency in English, Kurdish, and Arabic both written and spoken.
- 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](mailto:jobs@ukh.edu.krd) by indicating the specific Vacancy Title: Registry Senior Assistant - Records 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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