



University of Kurdistan Hewlêr  
زانکۆی کوردستان ههولێر

**Vacancy Announcement**  
**Student Affairs Assistant**

**Position Overview**

The Student Affairs Assistant provides comprehensive administrative support for medical students and staff within the School of Medicine, ensuring a smooth operation of student services and programs.

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**VACANCY TITLE:** Student Affairs Assistant

**VACANCIES AVAILABLE:** One

**CENTRE:** Student Support and Wellbeing Centre (SSWC)

**JOB FAMILY:** Administration

**TYPE OF CONTRACT:** Full-time (FTE)

**HOURS OF WORK:** 40 hours/Week

**PLACE OF WORK:** School of Medicine Campus with the possibility of visiting the Main Campus

**REPORTING TO:** Director of Student Affairs

**CONTRACT DURATION:** Three Years

**PROBATION:** Six Months

**APPLICATION DEADLINE:** Application is open until the position is filled

**JD VERSION:** 261124-1

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**DUTIES AND RESPONSIBILITIES**

- Provide administrative support to the Student Affairs Office, ensuring smooth operation of day-to-day activities.
- Assist students in understanding academic policies, procedures, and schedules specific to the School of Medicine.
- Coordinate student engagement programs, events, and activities to enhance campus life.
- Maintain records of student progress, attendance, and disciplinary matters.
- Act as a liaison between students, faculty, and the administrative team.
- Ensure compliance with institutional regulations and accreditation requirements.
- Assist with student registration, course scheduling, and academic calendar management.
- Coordinate student events, orientation programs, and graduation ceremonies.
- Support the administration of student organizations and activities.
- Assist with student housing coordination and related logistics.
- Coordinate communication between students, faculty, and administration.

**PERSON SPESIFICATIONS**

- Bachelor's degree in Education, Business Administration, or related field “Preferred in medical fields” as the job workplace would be in the School of Medicine campus mostly.
- Minimum 2 years of administrative experience, preferably in higher education.
- Ability to communicate effectively in English language (reading, writing, and speaking).
- Strong organizational and time management skills.
- Excellent attention to detail and accuracy in maintaining student records.
- Proficiency in Microsoft Office Suite and student information systems.
- Experience with database management and record-keeping.
- Ability to handle confidential information with discretion.
- Knowledge of medical education requirements and regulations is preferred.



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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: 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 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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