



University of Kurdistan Hewlêr
زانكۆی كوردستان ههولێر

Vacancy Announcement

Registry Associate (Admissions)

The Registry Associate (Admissions) will mainly assist the admissions 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 (Admissions)
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:	080626



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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 requirements and completion of the admission procedure.
- Assist applicants and provide support to Academics and staff on all matters related 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 in 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.
- Ability to keep confidentiality at all times.



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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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