



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

Vacancy Announcement

School Administrator (SSE)

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 Science and Engineering
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
REPORTING TO:	Dean of the School
CONTRACT DURATION:	1 Year
PROBATION:	3 months
APPLICATION DEADLINE:	Open Until Filled
JD VERSION:	210926

DUTIES AND RESPONSIBILITIES

- The post-holder will provide comprehensive administrative support to the Dean and Heads of Department of the School, including managing the diary, handling secretarial tasks, managing documents, and overseeing physical resources and consumables within the School.
- The post-holder will manage and update the School's Moodle pages, ensuring they are kept current and that all required documentation, such as Module Descriptor forms, has received necessary approvals.
- The post-holder will manage student attendance records, issue warnings for poor attendance, and liaise with the Academic Registrar's Office staff as necessary.



University of Kurdistan Hewlêr

زانکۆی کوردستان ههولێر

- The post-holder will prepare examination envelopes according to instructions from the Academic Registrar's Office.
- The post-holder will represent the School in student recruitment activities and attend events as required.
- The post-holder will act as the secretary for relevant School-level meetings, including the School Academic Committee, Quality Assurance & Accreditation Committee, and Staff-Student Committee.
- The post-holder will collaborate with the Academic Registrar's Office to collect and follow up on Mitigating Circumstances forms and associated documentation.
- The post-holder will fulfil invigilation duties as needed.
- The post-holder will coordinate with the Finance Department regarding outstanding fees and follow up with individual students as required.
- The post-holder will handle various personnel-related administrative tasks, serving as a liaison between the HR Department and School employees. They will ensure effective communication and prompt resolution of all HR queries and assist in coordinating HR policies, processes, and relevant documents.
- The post-holder will assist with the School's internship programmes, including assisting with finding their internship sites and archiving their attendance and forms.
- The post-holder will assist the Chair of the Student-Staff and Academic Committees in organising regular meetings, preparing meeting agendas and items, taking minutes, and helping with developing policy papers for the Committees' meetings.
- The post-holder will 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.
- The post-holder will assist in calling for and arranging regular school meetings, taking and sharing meeting minutes, and coordinating and following up on the implementation of school meeting recommendations and decisions.
- The post-holder will provide individual and group support to the School's faculty in addressing problems that may arise concerning teaching in general, and more specific individual cases of students in need of special treatment and support.
- The post-holder will liaise with student representatives on sharing and discussing their concerns and suggestions with the School Dean and Heads of Department and coordinators.
- The post-holder will provide support in regular supervisory meetings between students and their supervisors and coordinate the submission of thesis progress reports.
- The post-holder will help the Dean and the Heads of Department with addressing cases of plagiarism and academic misconduct per the University's policy on plagiarism.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

- The post-holder will perform other responsibilities consistent with the nature of the duties and as requested by the line manager.

PERSON SPECIFICATIONS

- A bachelor's degree and background in engineering or any other relevant discipline with a minimum of 3 years of relevant experience, OR;
- Master's degree and background in engineering or any other relevant discipline, with a minimum of 1 year of relevant experience.
- 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.
- Good communication and interpersonal skills, both verbal and written, in 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, such as Moodle and Outlook email.
- 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.



University of Kurdistan Hewlêr
زانکۆی کوردستان ههولێر

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.
-