



## JOB DESCRIPTION

### Registration Officer

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**Grade:** Administrator

**Reporting to:** Head of the Registry, Admissions, and Registration (RARO)

**Post Holder:** -

**Salary and Benefits:** As per Contract

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#### Description:

The role holder is the Registration and Assessment Officer in the Registry, Admissions and Registration Office (RARO). The Registration and Assessment Officer support the RARO with the day-to-day operation related to students' registration, Module enrolment, timetabling, class list, the accuracy of class list and registration records, the accuracy of APL record, assessment planning (timetable, space allocation).

#### Duties of the Role:

1. Supporting the RARO in providing and checking the accuracy of transcripts and certificates and ensures they are distributed correctly to graduates.
2. Supporting the RARO approve transcripts of records that students will need in any job application.
3. Entering registration and students' progression records into the Students Record System.
4. Ensure accuracy, confidentiality, and data integrity of student information
5. Prepare students' letters according to the instructions of the Line Manager.
6. Prepare regular maintenance of students' records and study plans by coordinating with academic department.
7. Provide services to students (hand in/receive forms, letters and requests to/from students).
8. Maintenance of Class Attendance List.
9. Executing and maintaining the Registration and module enrolment processes.
10. Respond to student and staff enquiries related to registration and records.
11. Prepare regular maintenance of students' records and backup plans.
12. Responsible for storing all student's documents and maintaining students' files (Hardcopy).
13. Performs miscellaneous job-related duties as assigned.

#### Skills and Person Specification:

1. Must have excellent verbal and written communication skills, interpersonal and diplomatic skills

#### Education, Qualifications and Experience:

1. An Undergraduate from an accredited and internationally recognised university or college.

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