



Villa College QI Campus, Rah Dhebai Hingun,  
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## POSITION DESCRIPTION

<b>POSITION</b>	Administrative Officer
<b>EMPLOYMENT TYPE</b>	Full-time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Registration Department
<b>LOCATION</b>	QI Campus
<b>DATE ADVERTISED</b>	08 May 2024
<b>DEADLINE FOR APPLICATION</b>	15 May 2024

## BROAD PURPOSE

Provide the administrative, support and sales services to the department and college

**Reports to:** Manager, Student Services

<b>REMUNERATION</b>	
Basic Salary:	MVR 5,000
Service Allowance:	MVR 4,000
<b>Total Remuneration:</b>	MVR 9,000
<b>Working Hours:</b>	09:00 – 17:00 (8 hours per day)

## CORE RESPONSIBILITIES

- Compilation of student results in the prescribed format
  - To check and compile student results in the relevant format which enables data to be transferred to student database and other formats required for generation of transcripts I Notification of Results
  - Compile the student results in the prescribed format/entering the results within one month of results endorsement
- Update student records
  - To enter all information to Student Management System and update the records
  - To enter applicant and other student related information to Student Management System within one week of receiving the request or application.
- Preparation of the Graduate list for conferral/certification
  - To finalize the graduate list in consultation with the faculties
  - To check the accuracy of the records and ensure correct results are in the final graduate list
  - To compile and finalize graduate lists at least one month prior to the conferral/certification date

- Attending to student requests and issuance of relevant documents to students (Eg: Notification of results, reference letters, completion letters)
- Checking student status upon receiving student request and preparation and issuance of relevant documents to students (Eg: Notification of results, reference letters, completion letters)
- Relevant (Eg: Notification of results, reference letters, completion letters) are issued to students within 5 working days of receiving the request
  
- Provide secretarial support for the Academic Senate sub- committees
- Arrange committee meetings and maintain records of the committees
- Circulate committee documentations (minutes, reports, committee decisions) as per the TORs
- Meeting minutes circulated regularly
- Meeting arranged within a short span of time from requested date
  
- To provide administrative support required for the department
- To monitor and compile the results of the students in the prescribed format required by the College
- To update and maintain student records from the Student Management System
- Attending to student requests and issuance of relevant documents to students
- To maintain and update student filing and records
- The staff will be responsible to provide administrative support for the department and specifically for maintenance of student records and issuance NOR,
- reference letters, completion letters to students
- The staff will be authorized to access all student records and has to ensure confidentiality is maintained and results of students are not disclosed to anyone else other than authorized staff of Villa College.
- The staff should be accountable for proper record
- maintenance in the department.
- The staff should consult the supervisor should any conflict or discrepancy arise with regards to any students' records/results of a student

**Education and Experience:**

**Essential**

- O'Level 3 pass
- Certificate Level 4
- Experience in a related field would be an added advantage

**Desired**

- A Level/ Diploma Level
- Minimum 1-year experience in customer services

**Skills and Competencies**

- Proficient knowledge and Skills in use of Microsoft Excel
- Proficient knowledge and skills in use of Microsoft Word
- Effective communication skills

**Character requirements / general attributes**

- Ability to work under pressure
- Ability to pay attention to details
- Ability to work in a team