



Villa College QI Campus, Rah Dhebai Hingun,
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POSITION DESCRIPTION

POSITION	Administrative Officer, Record-keeping
EMPLOYMENT TYPE	Full-time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Registration Department
LOCATION	QI Campus
DATE ADVERTISED	15 May 2024
DEADLINE FOR APPLICATION	22 May 2024

BROAD PURPOSE

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

Reports to: Manager, Student Services

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

CORE RESPONSIBILITIES

- Collection and maintaining of admission data in the specified format
 - Collect and compile applicant and enrollment data in the college’s specified format
 - Communicate with CICT for support if there are challenges in accessing necessary information
- Maintain and update admission and enrollment records and statistics
 - Generate admission and enrollment data every semester
- 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 for deferment and withdrawal, and update student records
 - Review and process deferment and withdrawal forms, communicate decisions to students, and routinely update the Student Management System

- Student file/record-keeping
 - Ensure all students' enrollment and graduate details are filed correctly

- Preparing program commencement forms and sent to MQA
 - Preparing program commencement forms for each intake and sending them to MQA within the specified timeframe

	<p><u>Education and Experience:</u></p> <p><u>Essential</u></p> <ul style="list-style-type: none"> - O'Level 3 pass - Certificate Level 4 - Experience in a related field would be an added advantage <p><u>Desired</u></p> <ul style="list-style-type: none"> - A Level/ Diploma Level - Minimum 1-year experience in customer services <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none"> - Proficient knowledge and Skills in use of Microsoft Excel - Proficient knowledge and skills in use of Microsoft Word - Effective communication skills <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none"> - Ability to work under pressure - Ability to pay attention to details - Ability to work in a team
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