



Villa College QI Campus, Rah Dhebai Hingun,
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POSITION DESCRIPTION

POSITION	Administrative Officer
EMPLOYMENT TYPE	Full time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Faculty of Educational Studies
LOCATION	QI Campus, Male'
DATE ADVERTISED	05 September 2024
DEADLINE FOR APPLICATION	11 September 2024

BROAD PURPOSE

The main purpose of the position is to provide the necessary administrative support in administering the functions related to lecturers, students, and staff.

Reports to: Dean, Faculty of Educational Studies / Associate Dean, Faculty of Educational Studies

Salary: MVR 5,000/-, Allowance: MVR 4,000/-

Time: 14:00 - 22:00 (Sunday to Thursday and Saturdays where necessary)

OVERALL RESPONSIBILITIES

- Maintaining class online attendance register, duster, markers, Multimedia projector, lighting, and sound (if needed)
- Maintaining record of rescheduled and cancelled classes for each semester.
- Maintaining monthly attendance of lecturers and students in the student management system.
- Updating Moodle, giving Moodle access to all lecturers and Printing lecture notes and distributing them to students (when needed)
- Keeping record of lecturer working hours from student management system and visiting lecturer portal and assisting the Manager in approving visiting lecturer payments accordingly.
- Keep records of lecturer information
- Preparations for marking
- Help releasing results on prescribed time
- Creating landscape accordingly in the student management system and informing students regarding module registration as per College calendar deadline.
- Accurate and timely communication of changes to the timetable to students on time
- Prepare module and staff allocation list for HR to develop employment contracts for all the part time academic staff
- Process all the assignment extension/PC form requests
- Prepare error reports for endorsed marks
- Attend and maintain accurate and reliable records relating to student assessments and

other areas.

- Attend all the other issues (including things related to atoll travelling arrangement and communication) related to administration of the faculty
- Ensure all students have access to Moodle
- Assist and contribute in administrative duties and responsibilities of VCare Counseling and Psychotherapy Center
- Call lecturers to remind them of classes and about block travelling. Call students to attend their queries
- Call lecturers to reschedule the cancelled classes
- Call Student Desk to book rooms for rescheduled classes
- Checking/Updating monthly attendance
- Printing lecturer material
- Cross-checking Visiting lecturer portal with student management system attendance records in order to approve lecturers' payment with the approval of faculty head/supervisor.
- Collect lecture information and keep records
- Collect answer scripts and assignments and hand them over to lectures
- Greet special gests
- Collect information from students' complaints and inform Faculty heads
- Overall assistance in events such as convocation, marketing events and registration etc.
- Any other task that the Faculty requires

	<p><u>Education</u></p> <ul style="list-style-type: none">• GCE A' level (Essential)• Diploma in Office Administration or equivalent is desired <p><u>Experience</u></p> <ul style="list-style-type: none">• Prior experience in providing administrative support , preferably in an educational institute• Prior experience in student record maintenance is desired <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none">• Proficient in both written and spoken language (English and Dhivehi)• Proficient knowledge and Skills in use of Microsoft Excel (including use of Formulas and other advance functions) Proficient knowledge and skills in use of Microsoft Word (including mail merging etc..)• knowledge in use of databases• fast typing skills English Dhivehi and Arabic <p><u>Character requirements / general attributes</u></p> <ul style="list-style-type: none">• Good interpersonal skills to develop and maintain effective working relationships• Ability to work under pressure, handle multiple tasks and meet tough deadlines• Must be organized• Take initiative in tasks• Meticulous and ability to pay attention to details• Ability to work for long hours if required
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