



JOB DESCRIPTION

Position Title	:	Registrar & Admissions Coordinator
Department	:	Registrar
Report to	:	Registrar & Admissions Manager
Reportee (if any)	:	Academic Officer, Admissions Officer
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

The Registrar & Admissions Coordinator will work closely with the Registrar. He/She will be responsible for contributing in the operations of the Registrar's Office, oversee in overall, assist and train the subordinates, and in particular, ensuring its integrity and efficiency. The ideal candidate would be the one who can manage data efficiently; has utmost integrity; who is able to work with different departments, lecturers and government ministries and who is student-centric and has desire to serve students.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Able to plan and prioritize tasks
- Time management
- Check all the details of all tasks which completed by the subordinates. Ensure the accuracy and integrity
- Coordinate and train the subordinates. Provide guidance for certain issues
- Prepare student attendance, score list, monitor, and exam announcement, etc.
- Issue certification letters in Khmer and English such as academic certification, letter of attestation, scholarship certification, etc. for FHS and Non FHS students
- Work closely with Department Heads to update, calculate, and record exam results with ongoing assessment;
- Work closely with MOH and MOEYS about student information, score lists, exit exams, and other reports
- Provide services for students and lecturers to ensure class run smoothly
- Learning new things with high responsibility in issuing academic documents
- Other tasks as assigned by Registrar

Minimum Qualifications and Requirements:

1. Education:

- Bachelor/ Master's degree in any discipline

2. Experience

- A minimum of 3 years of data management / admin role
- Experience designing filing systems and liaising with different departments

3. Skills/Competencies:

- The ability to foster internal communication with faculty, staff, students, and others, and deep appreciation of the importance of building strong relationship with the office
- Excellent oral and written communication skills in Khmer and English
- Ability to interact successfully with academic as well as business and regulatory/ministry personnel
- Work effectively as a team member to ensure that departmental goals are met by providing support to staff and always keeping students and graduates best interest as a priority
- Highly organized, capable of managing high volumes of documents and information and file them properly
- Strong interpersonal skills
- Strong computer skills: Ms Office, Email, including formulas in Ms Excel
- Manage/Collect information relevant to the database-application development to ensure that application was built to meet requirement of user