

សាកលវិទ្យាល័យកម្ពុជា
The University of Cambodia

Job Description (JD)

Title: Assistant for the Office of University Registrar

Office: Office of University Registrar

Report Line: Director, Office of the University Registrar

Level:

The Assistant to University Registrar is assists the registrar in keeping the academic records of current and former students, ensuring students' grades, and producing official transcripts, diplomas, and letters of recommendation to students.

A. RESPONSIBILITIES:

The Assistant to the University Registrar assumes the overall responsibilities as follows:

- Keep academic records of current and former students;
- Maintain records of individual student's grades to form transcripts;
- Evaluate all transcripts to compile a list of students who are going to graduate and report to registrar;
- Help collect grades from teaching faculties and integrate them into a database and post the results for students every term;
- Produce of student transcript, temporary diploma, letter of recommendation;
- Maintain student statistics and report it to registrar on term base as well as when there is the require from government institutions such as MoEYS, to help the registrar in compiling the report with Office of Student Academic Affairs;
- Perform other work as assigned by Registrar.

B. QUALIFICATIONS:

Bachelor's degree in Statistics, Educational Administration, or other relevant field with 2 years working experience in the above mentioned scope of work.

i. Knowledge

- Statistics
- Understanding of technology to deliver records
- A positive attitude and ability to plan and adapt to change
- Ability to collaborate effectively with college departments and cross-functional teams

ii. Skills

- Strong personal, analytical, and organizational skills with little instruction
- Good time management skills
- Ability to work independently as well as a part of the team
- Strong networking, communication, and team building skills;
- Critical thinking;
- Excellent command of English and computer literacy

iii. Personal Attributes

- Highly Responsible and maintain strict confidentiality in performing duties
 - Patient and Friendly
 - Honest and Respectful
 - Flexible, highly motivated and creative
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