



Villa College QI Campus, Rah Dhebai Hingun,
Male', Maldives

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މަޢުލޫމާތު، ރާއްޖޭގެ
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POSITION DESCRIPTION

POSITION	Enrolment Officer
EMPLOYMENT TYPE	Full-time
FACULTY/CENTER/INSTITUTE/DEPARTMENT	Registration Department
LOCATION	QI Campus
DATE ADVERTISED	09 December 2024
DEADLINE FOR APPLICATION	14 December 2024

BROAD PURPOSE

To provide necessary secretarial and administrative support in administering the functions related to admission and enrolment

Reports to: Manager, Admissions - Registrations

REMUNERATION	
Basic Salary:	MVR 5,000
Service Allowance:	MVR4,000
Total Remuneration:	MVR 9,000
Working Hours:	8 hours per day (Sunday to Thursday, Saturdays if necessary)

CORE RESPONSIBILITIES

- Processing of applications for admission
 - Checking applications for admissions and entering application data to SMS
 - Check for eligibility of the applicant information and ensure all documents are submitted
 - Contact and follow up with applicants with pending documents
- Issuance of Offer Letters
 - Update list of students who were issued offer letters
 - Inform students to collect offer letters
 - Maintain conditional offer lists and follow up regarding the conditions during the add/drop period
- Registration and enrolment of students

- Maintain enrolment data every semester in accordance with the relevant policies and procedures of the college
 - Inform students to complete enrolment every semester
4. Preparation of Registered list required by partner institutions
- Prepare the Registered List, Consolidated Lists and Billing Lists in accordance with the requirements of the partner university
5. Update student records
- Prepare student files and maintain student records
 - Update student records in the SMS in accordance with the enrolment variation timeline

Education and Experience:

Essential

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

Desired

- A level / Diploma

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
- Ability to work long hours if required