

JOB DESCRIPTION

Position Title	:	Academic Officer
Department	:	University Registrar Office / Academic Affairs
Report to	:	Registrar & Executive Officer to the President
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Registrar's Office:

The Registrar's Office supports the academic activities of the University by providing essential enrollment, curricular, scheduling, examination and student record services with the highest degree of accuracy and integrity. It is a custodian of all student records, including personal information, enrollment, grading, transcripts, and course information and scheduling, and manages them in accordance with university policies and the requirements of governmental ministries. The Registrar's Office is also responsible for supporting academic faculties in preparing for and administering examinations and in the production of grades, transcripts, degree awards and certification.

II. Position Summary:

The Academic Officer will work closely with the Registrar and will be responsible for contributing in the operations of the Registrar's Office and in particular, ensuring its integrity and efficiency. The ideal candidate would be the one who can manage data efficiently; has integrity; who is able to work with different departments, lecturers and government ministries and who is student-centric and has desire to serve students.

III. Duties and Responsibilities:

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

- 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
- Provide services for students and lecturers to ensure class run smoothly
- Manage and enter class schedule, student information, student applications, lecturer CVs into database
- Compile students' statistics and their academic results to scholarship providers
- Prepare student evaluation survey at the end of each semester
- Learning new things with high responsibility in issuing academic documents
- Other tasks as assigned by supervisor.

IV. Minimum Qualifications and Requirements:

1. Education:

- Bachelor/ Master's degree in any discipline

2. Experience

- A minimum of 2 years of data management / admin role
- Experience designing filing systems and liaising with different departments

3. Skills:

- 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; and
- Strong interpersonal skills.
- Strong computer skills: Ms Office, Internet and Email

4. Abilities:

- 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;
- Able to coordinate with the IT department to digitize records; and
- Understands an education environment.

5. Personal Qualities

- Honesty
- Integrity
- Enthusiasm