



JOB DESCRIPTION

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

I. Position Summary:

The Admissions Coordinator will work closely with Admissions and Registrar Senior Coordinator. 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 with a good time management
- Check all the details of all tasks which are completed by the subordinates. Ensure the accuracy and integrity
- Prepare document verification and applications reviews
- Support students with processing documents to verify their certificate
- Coordinate data management and report for new enrolments
- 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 MOH, MOEYS and DGC about student information, score lists, exit exams, entrance exam and other reports
- Work on student's data for adding QR code on the certificate and numbering on certificates with MOH
- Supervise/Invigilate student's exams

- Monitoring and ensuring the effective implementation of admissions policies
- Prepare and request stationary for the team
- Dealing with payment issue requested by students
- General coordinate with subordinates and provide guidance for certain issues
- Learning new things with high responsibility in issuing academic documents
- Other tasks as assigned by supervisors

III. Minimum Qualifications and Requirements:

1. Education:
 - Bachelor's/ Master's degree in administrations or other equivalent degree
2. Experience
 - A minimum of 2 years of experience in data management / admin role
 - Experience designing filing systems and liaising with different departments
 - Experience with supervision and coordination in university administration work, especially the registrar
3. Skills/Competencies:
 - Very details person and good at checking small details
 - 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