



JOB DESCRIPTION

Position Title : Admissions Officer

Department : Registrar

Report to : Senior Admissions Officer

Reportee (if any) : N/A

Location : University of Puthisastra, Phnom Penh

I. Position Summary:

The Admissions Officer will work closely with Senior Admissions Officer and Admissions and Registrar Coordinator. He/She will be responsible for contributing in the operations of the Registrar's Office, oversee in overall, assist and support the senior admissions officer, 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 a desire to serve students.

II. Duties and Responsibilities:

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

- Prepare document verification and applications reviews
- Support students with processing documents to verify their certificate
- Work on 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 the examination and invigilation schedule to ensure smooth operation
- Develop and implement marketing strategies and programs to recruit high school and community college students

- Advise students and parents by providing them with information about academic programs and the University in general
- Learning new things with high responsibility in issuing academic documents
- Other tasks as assigned by supervisors

III. Minimum Qualifications and Requirements:

1. Education:

- Bachelor/ Master's degree in administrations or other equivalent degree

2. Experience

- A minimum of 1 years of experience in data management / admin role

3. Skills/Competencies:

- Very detailed 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
- 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