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JOB DESCRIPTION

Position Title	:	**Academic Officer**
Department	:	**Registrar**
Report to	:	**Academic Affairs Senior Officer**
Reportee (if any)	:	**N/A**
Location	:	**Phnom Penh, Cambodia**

I. Position Summary:

The Academic Officer will work closely with Academic Affairs Coordinator to 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.

II. 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 pharmacy students.
- Provide services for students and lecturers to ensure class run smoothly
- Arrange exam schedule for students and working closely with the faculty
- Prepare and keep update students' statistics and their academic results by semester
- Learning new things with high responsibility in issuing academic documents
- Supervise/invigilate for students' exam
- Other tasks as assigned by supervisor

III. Minimum Qualifications and Requirements:

Experience:

- A minimum of 1 year of data management / admin role
- Experience designing filing systems and liaising with different departments

Education:

- Bachelor/ Master's degree in any discipline

Skills/Competencies:

- 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
- 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
- Excellent oral and written communication skills in Khmer and English
- Strong interpersonal skills
- Strong computer skills: Ms Office, Internet and Email