

# SENIOR REGISTRATION OFFICER

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## Vacancy details:

- *Vacancy Reference:* ESS/10/SRO
- *Department:* Registration Department
- *Job Title:* Senior Registration Officer

## Position Summary:

- Prepare and publish academic calendar in consultation with all the Academic Units well in advance
- Prepare course offerings including schedules for class work and examinations.
- Prepare statistical reports on enrollment of students in various courses and programs.
- Prepare reports on academic status of students.
- Generate grade cards and transcripts
- Provide information to all academic units on enrollments, academic status, etc.
- Provide information and guidance to all concerned on university programs, policies, procedures and general information.
- Assist students, faculty and staff on all matters pertaining to registration process.
- Upkeep of all academic records of students both electronic and physical.

## Requirements:

Skills: Should have good communication skills. Able to operate student information and management system. Candidate should have thorough knowledge on admission and registration policies of the university.

Education: Bachelor's Degree with at least five years of experience in any reputed university.