

JOB DESCRIPTION

REGISTRATION OFFICER

JOB DETAILS			
Position Title:	Registration Officer	Grade	
Department/Division:	Academic Advising		
Reports to:	Assistant Director, Academic Advising		
Supervises:	None		
Last Updated on:	1 October 2020		

Job Purpose

The Registration Officer is responsible for matters pertaining to student records especially those that require close coordination with the main campus registrar in NY. This includes updating and maintaining the students' file, academic records, attendance, class enrollments, and schedules. The registrar officer will handle the registration process for classes. Other responsibilities include keeping records of all college classes and curriculum prerequisites, determining students' graduation eligibility, managing credit transfers, and preparing information such as honors lists, transcripts, and class rankings.

Main Duties and Responsibilities:

- All tasks that involve communication with the RIT NY registrar. This includes processing of transfer credit for transfer admissions, grade changes, suspension waivers, etc. after they are completed by advisors.
- Ongoing follow up on students' scholarship status and update, as well as communication with sponsoring entities.
- Schedule changes and updates.
- Diploma and transcripts receipts and handout process.
- Communications with Admissions department to facilitate an efficient and timely process to move newly accepted students to be registered including those with conditional status processing.
- Issuance of enrollment and other official letters for students.
- Maintenance of student records (Academic Action Process, Degree Progress, Progress of students with conditional admissions, etc.)
- Contribution to institutional effectiveness through statistical analyses and other reports
- Dissemination of Undergraduate and Graduate Exit Surveys as well as surveys for all students that apply for withdrawal, leave of absence or transfer and then follow up with the Signing off and clearance Process
- Managing the internal forms processes.
- Other related tasks as assigned by the direct supervisor.

Required Minimum Qualifications:

- Bachelor's degree is required, Master degree / students' systems certificates are preferred qualifications.
- A minimum of 3 years of related work experience.
- High level of proficiency in the use and management of students' information systems.
- Strong organizational, analytical and problem solving skills.
- High level of professionalism and ability to maintain confidentiality.
- Advanced skills in computer office applications and databases concepts.
- Proven skills of multi-tasking and working under high pressure.
- Professional communication skills (written and oral) with students, parents, faculty and external entities.
- Flexibility and team working abilities

APPLICATION PROCEDURE:

Please email your application to careersdubai@rit.edu and include the following items in your application:

- Subject line must include the source, your name and position you are applying for; (Mr. John Smith – Registration Officer)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at www.dubai.rit.edu.