



## Job Description

Position Title	Management Trainee Officer
Department	Office of Academic Systems and Registrar
Reporting To	Deputy Registrar cum Controller of Examination
Type of Position	Contractual

### **POSITION DESCRIPTION**

The broader responsibilities of the personnel are include i.e. assistance in day-to-day routine tasks, office filing/ documentation, preparing new dossiers for newly intake batch, update students' dossiers during semester, preparing exam pack for Mid and End-term examinations of the semester. He/She will coordinate with Program Coordinators/ Directors for the approval of course proposal file and concerned university administrative staff/ departments.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Prepare dossiers for newly intake batch students and duly update to all dossiers on weekly basis.
- ✓ Also keeping confidentiality and integrity of students' academic records.
- ✓ Sorting of students' credentials shared by Office of Admission.
- ✓ Dispatch corresponding letters to students, regulatory bodies, and credentials for verification from various boards.
- ✓ Maintain record of pre and post examination material.
- ✓ Assistance in preparation of examination pack and their management.
- ✓ Record keeping of Registrar's Office i.e. approved policies, SoPs, course proposals term wise, faculty clearance and final grades etc.
- ✓ Assistance in issuing transcript, bonafide letter, Dean's/ President's Honor letter, High leap scholarship letter to student and maintain record of it.
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### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ B.Com/BA/BBA ✓ Any other specific qualification like, certification etc.
Required Experience	✓ Fresh

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	MS Office	Medium
2.	Communication	Medium
3.	Time Management	High
4.	Documentation Management	High

Revision Date		Version	
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