

## Job Description

<b>Position Title</b>	Officer/Senior Officer – Academic Systems and Examinations
<b>Department</b>	Office of Academic Systems and Registrar
<b>Type of Position</b>	Full time
<b>Reporting to</b>	Deputy Registrar

### **POSITION DESCRIPTION**

The primary duties of the personnel include working closely with the Manager Academic Systems and the Assistant Controller of examination in scheduling of courses, courses enrollment planning and management, maintaining PeopleSoft Campus Solutions, planning, scheduling, maintenance of examination and students' physical records, and student record verifications.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Liaising with authorities keeping records of all official documents/ minutes/ agenda etc.
- ✓ Prepare dossiers for newly intake batch students and duly update to all dossiers on weekly basis.
- ✓ Sorting of students' credentials shared by Office of Admission.
- ✓ 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, bona fide letter, Dean's/ President's Honor letter, High leap scholarship letter to student and maintain record of it.
- ✓ Dispatch corresponding letters to students, regulatory bodies, and credentials for verification from various boards.
- ✓ Work on excel to prepare the exam eligibility list.
- ✓ Organize and coordinate submissions for end-term examinations
- ✓ Maintaining hard copies of and exams & invigilator roster
- ✓ Prepares examination schedules and timetables
- ✓ Distributes schedules to faculties and departments
- ✓ Resolves schedule conflicts
- ✓ Preparation of mid-term and end-term examination calendar
- ✓ Generate request on portals
- ✓ Responsible to maintain mid-term and end-term physical records
- ✓ Responsible to maintain and update student dossiers with physical records

### **REQUIRED JOB SPECIFICATIONS**

Required Qualifications	✓ Graduate
Required Experience	✓ 2-3 years' experience

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

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	Medium
2.	Coordination Skills	Medium
3.	MS Office knowledge	Medium
4.	Young and energetic	High

Applicants need to submit a cover letter, curriculum vitae, and copies of academic documents to be considered.

The application package can be emailed to [academic@habib.edu.pk](mailto:academic@habib.edu.pk) cc: [hr@habib.edu.pk](mailto:hr@habib.edu.pk).

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