

## JOB DESCRIPTION

### Organisation Information

Position Title	Student Services Specialist
Department	Shared Services
Reports to	Shared Services Director
Direct Reports	NA
Grade	O4

### Job Purpose

The position provides the Academy with exceptional and inclusive students' administration experience, this is achieved by contributing to the administration life cycle events, which includes application, placement, admission, registration, records and attendance management, assessment and marking, and certification and graduation.

### Job Accountabilities

- Plan and carry out the student admission and registration activities for new students which include recruitment, placement, admission, and orientation.
- Provide guidance and support on administration matters, such as application, eligibility, interviews, medical and security testing, and deadlines.
- Coordinate with public and private agencies such student employers, HRDF, TVTC, and/or ETEC throughout a student lifecycle at the Academy.
- Coordinating with other departments to facilitate student administration events, such as Corporate Communication for media coverage.
- Maintain accurate student information records according to the Academy data protection guidelines.
- Support the implementation of student information system.
- Adhere to student experience policies and procedures.

### Job Requirements

- Bachelors degree in Special Needs Education, Education Quality, Social Sciences, Teaching Technologies or other relevant field.
- More than 2 years of relevant experience in student administration.
- Extensive experience student administration, preferably in TVET settings and/or registration deanships.