EKAMAI INTERNATIONAL SCHOOL JOB VACANCY

Position Title: Registrar Staff
Type of Appointment: One Year Contract with 3 months probationary period
Desired Start Date: As soon as possible
Closing Date: May 15, 2024

Job Overview:

The Registrar Staff plays a crucial role in managing the administrative functions related to student records and academic operations within an educational institution. They are responsible for maintaining accurate and up-to-date records of students, and ensuring compliance with institutional policies and regulatory requirements.

Responsible to: Registrar Head

Main Duties:

- Maintain and update student records, including registration, enrollment, withdrawals, grades, and academic transcripts.
- Ensure the accuracy and integrity of student data in the database or student information system.
- Process student requests related to transcripts, enrollment verifications, and other academic records.
- Coordinate the registration process for new and returning students, including course selection, scheduling, and fee payment.
- Assist students with course registration, schedule adjustments, and resolving registration-related issues.
- Stay informed about changes in regulations and standards related to student records and academic operations.
- Ensure compliance with data privacy laws and regulations when handling student information.
- Serve as a point of contact for students, faculty, staff, and external stakeholders seeking information or assistance related to student records and academic operations.
- Collaborate with other departments, such as admissions, financial aid, and academic departments, to streamline processes and improve the overall student experience.
- Provide recommendation letters both in Thai and English when requested.
- Organizes new students' documents and adds them to the students' filing cabinets.

Qualifications:

- Seventh-day Adventist church member in good standing.
- Bachelor's degree in English, Management, or a related field
- Good communication skills in both English and Thai
- Working knowledge of Microsoft Word and Microsoft Excel programs and experience entering data into computer systems.
- Ability to organize, keep accurate records, and administer discipline
- Ability to work with students, faculty, and the general public in a friendly, diplomatic, and efficient manner.

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