



UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in administrative position:

## REGISTRAR OFFICER

The Registrar Officer maintains the academic record of undergraduate students and plans and implements the registration process for classes. Other responsibilities include keeping records of undergraduate classes and curriculum prerequisites, determining students' graduation eligibility, planning commencement activities and preparing information such as honors lists, transcripts and class rankings.

### Responsibilities:

- Administers students' personal files (application form; Diploma and official transcripts, etc.).
- Processes students' personal data into the UNYT database.
- Handles the electronic version of AMZA (main students' register)
- Processes courses sections into the UNYT database for student's course registration on a semester basis
- Carries on students' registration of courses on semester basis (three times per year).
- Carries on the Add & Drop Period during courses registration
- Provides assistance to the academic staff for the beginning of the classes (preparing the instructor's individual folder, faculty attendance sheet, students' presence lists, list of advises on semester basis Fall-Spring-Summer, list of absences, etc.).
- Communicates to students class cancellations, make up classes, etc.
- Prepare the instructors' total teaching hours for UNYT-ESC-UoG programs for HR and finance office on monthly basis.
- Provide facilities to the academic faculty during exams period (providing them with students' grade rosters; ensure the proper filing of the grade reports, change of grade, incomplete forms, academic petitions, etc.).
- Provides assistance to other departments like Student Union, International Office, IT department, and recruitment staff.
- Processes the final grades into the database, collects the hard copies of final exams and archive them according to the UNYT Archive rules and regulations.
- Issues transcript of grades, certifications, absence records, etc.

### Key Qualifications:

- Bachelor's/ Master degree in the appropriate field
- Previous experience in a Registrar's Office or experience in related fields
- Knowledge of academic regulations and laws in force
- Attention to details in matters of record accuracy, format, and transcript quality
- Ability to deal effectively with a wide range of people

### Deadline for Applications: July 10<sup>th</sup> 2022

*For more information, we invite all interested candidates to visit our website [www.unyt.edu.al](http://www.unyt.edu.al) (job vacancies section)*

### Application:

Qualified candidates are kindly requested to send **by e-mail** at [hr@unyt.edu.al](mailto:hr@unyt.edu.al) the following

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

### IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL** candidates will have feedback from the Human Resources office.