Webster Vienna Private University
Job Description

Position title: Registration Officer

Full-Time: yes
Half-time: no  Hours: 40

Type of contract: Regular contract

Title of supervisor: Director of Operations

Reporting Line: No

Does Jobholder supervise anybody?

General description of work:

This position serves as principal source of enrollment-related information (related to administrative, academic, and procedural matters) to the University; maintenance of academic records from registration to graduation; creation and analysis of enrollment data in the service of university decision-making processes.

Duties and Responsibilities:

Key areas of responsibility (4-6)

A) Enrollment data management, statistics and analysis
B) Student records and registration-related support
C) Course entry (CARS or similar software) and registration's overview
D) Class attendance records
E) Grades management
F) Data mining and statistical reports for internal and external offices
G) Providing official student documentation and certifying of documents
H) Other administrative tasks and communication with other official stakeholders

Required Education: At least a BA or BSc or its equivalent. Or, a combination of professionally relevant secondary school training with years of relevant on-the-job training.

Last Update, January 2016
**Required Experience & Qualifications:**

Fully skilled in computer applications and statistical analysis; great degree of ease in data-mining benefitting the University; collaborative attitude towards different academic units to maximize services rendered to these units; utmost discretion and trustworthiness; reliability and punctuality; efficiency and expeditiousness; communication skills vis-à-vis staff, faculty, and students.