



IMLI ALERT

VACANCY ANNOUNCEMENT

IMO INTERNATIONAL MARITIME LAW INSTITUTE

INTERNATIONAL POST
ADMISSIONS AND STUDENT AFFAIRS OFFICER
(VN-03- 2022)

IMLI is pleased to offer an interesting and challenging position in an international environment
Starting Salary: **€25,000** net per annum (negotiable)
plus a very attractive benefits package

Deadline for applications: 27 May 2022
For more information please visit our website at:
<https://imli.org>.

International Post Admissions and Student Affairs Officer

<p>Vacancy announcement number: VN-03-2022</p> <p>Proposed Date of Entry on Duty: Immediate</p> <p>Contract information: Two years with a possibility of extension (a probationary period of six months will apply).</p>	<p>Date of Issue: Immediate</p> <p>Deadline for applications: 27 May 2022</p> <p>Full-time appointment: 40 hours <i>per week</i></p> <p>Starting salary information: €25,000 net <i>per annum</i> (Negotiable), plus an attractive benefits package including participation in an Enhanced Staff Allegiance Scheme, Medical Insurance, Life Insurance, Performance Bonus and Mobile telephony; 30 days of vacation leave; and possible reduced working hours in summer.</p>
<p>Purpose of the post Under the direction of the Senior Member of Staff, the Admissions / Student Affairs Officer will be responsible, inter alia, for:</p> <ol style="list-style-type: none"> i. all operations in the student admission process; ii. coordinating student affairs matters; iii. ensuring the integrity, accuracy, and security of all academic records of current and former students, and facilitating effective student registration process; iv. managing an efficient transcript evaluation and processing; v. developing and maintaining degree audit system and certification of students for graduation/graduation clearance; vi. developing and maintaining accurate curriculum management systems and coordinating their publication in an IMLI Student Handbook; vii. preparing the Academic Calendar; viii. participating in commencement activities and certifying all student record documents related to degree completion and producing diplomas; ix. Other duties as assigned by the Director. 	<p>Required competencies</p> <ol style="list-style-type: none"> i. excellent communication skills; ii. Proven commitment to multiculturalism and working with a diverse student body; iii. computer literacy; iv. Advanced proficiency in English (written and spoken) is essential. Working knowledge of another international language would be highly desirable; v. Integrity, professionalism, and flexibility; vi. Ability to maintain confidentiality and manage confidential information; vii. Excellent organizational skills, attuned to detail and insistent on correct information and data, both verbal and written; viii. Excellent technical, analytical, and problem-solving skills; ix. Ability to formulate and implement policies and procedures; x. Ability to take personal initiative without direct supervision. xi. Ability to work under pressure; and xii. Commitment to meeting deadlines.

Education

- A bachelor's degree or equivalent in a relevant discipline (e.g. management, higher education studies, law, human resources, psychology, operations management) is required (a master's degree would be considered an asset);

Knowledge and Skills

- I. Excellent research, written, verbal and interpersonal communication skills;
- II. Experience with student information systems; development of reports, plans and budgets, and regulations related to student records will be considered an asset;
- III. Demonstrated experience to manage complex operations and systems;
- IV. Ability to deal effectively with the institute's faculty, students, and administrative staff, as well as various outside institutions in enforcing key institute's policies;
- V. Experience managing complex records systems and computer systems development in a registrar's office or admissions office is highly desirable (specific experience with PeopleSoft or similar software preferred);
- VI. Experience in working with joint programmes would be desirable;
- VII. Prior experience in a registrar/student services functional capacity within a higher education institution will be considered an asset.

How to apply

This vacancy is open to male and female candidates. Applications must be accompanied by (i) a covering letter stating the reasons for applying and relevant experience to the post; (ii) a recent Police conduct certificate (iii) an up-to-date *Curriculum Vitae*; (iv) two references (referees must send a confidential letter to the Head of Personnel at the address below); and (v) a recent photograph. Applications should be sent to the following e-mail address: careers@imli.org Please state **Vacancy Number VN-03-2022** in the subject line.

Candidates may also send applications to: The Director (Careers) (**VN-03-2022**)
IMO International Maritime Law Institute
University of Malta Campus
Msida MSD 2080
Malta

Please do not send applications via multiple routes. Your application will be acknowledged only in the case that you are short-listed for an interview.