

## International Post Admissions and Student Affairs Officer

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

**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](mailto: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.*