

Programme Administrator

This Programme Administrator will be responsible and assist in all aspects of administrative support for one or more programme(s) of study, ensuring that services are efficient and effective and in line with the current processes and procedures as set by the Registrar Office.

Under the general direction and supervision of the Dean of the School to be assigned, the Programme Administrator will also provide executive and analytical support to the Dean in a wide variety of areas, including correspondence, maintenance of the Dean's Calendar, and support on the day-to-day operations of the Dean's office.

Duties & Responsibilities

Programme Administrator

Support for Teaching and Administration

- Act as a point of contact for undergraduate students, staff and visiting lecturers, dealing with enquiries and providing support
- Establish, maintain and use clear and effective means of communication
- Check timetabling of units for each semester, liaising with the Registrar office, responding to Academics' requests for changes to timetabling.

Student Records

- Process all forms relating to changes in students' circumstances.
- Be aware of the implications of the Data Protection and Freedom of Information Acts on the processing of student and staff data.
- Take responsibility for the creation and maintenance of accurate student records, in both paper and electronic formats, including liaison with the Registrar Office.
- To ensure that accurate records of student attendance are maintained.
- Maintain, update and archive all student files, handbooks and records on a regular basis.
- Set up and maintain a file for students registered with Learning Support and recording instances of individual mitigating circumstances.
- Liaise with the Registrar Office.

Assessment

- Set calendar for receipt of examination papers in conjunction with Registrar Office.
- Retain & archive all course works and exam papers.
- Process the final examination papers.
- Collect, check, process and submit courses' and exams' marks to the Registrar

- Suggest Invigilation schedules to the Registrar Office.
- Act as secretary to designated Boards of Examiners and other committees, to support effective departmental governance and decision-making, and to ensure that marks are properly collated and recorded, accurate Boards of Examiners reports are issued, proper records are kept and accurate results are issued. All related minutes and reports should be submitted to the Registrar Office.
- Production of letters and results transcripts to be sent to students.

Problem Solving

- Identify complex problems of student progression, and seek advice on their resolution with UG Manager and/or Director of Studies.
- Resolve problems with student curriculum (e.g. timetabling).
- Advise transfer students on programme eligibility.
- Resolve any problems associated with Student Records System.

Dean's Office

- Oversee the review of all incoming correspondence.
- Keep track of assignments made to others for actions to be taken on the Dean's behalf and insure that deadlines for responses are met.
- Manage the Dean's Office general communications with the divisional department offices and major administrative departments.
- Oversee the maintenance of the records managements system for divisional and Dean's office administrative correspondence, records, and reports.
- Perform special assignments as requested by the Dean.
- Participate in weekly staff meetings.
- Manage and maintain the Dean's calendar.
- Perform any other administrative duties assigned to him/her from time to time.

Selection Criteria

Essential Criteria

- University degree or equivalent in a related field.
- Excellent knowledge of Greek and English
- Computer literacy (email, internet usage and Microsoft office)
- Excellent administrative and organisational skills
- Previous experience in an administrative position.
- Ability to work under pressure and meet strict deadlines.
- Cross cultural awareness and sensitivity, and an ability to work within a multicultural environment.
- Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of students and client groups, on a variety of levels.
- Ability to implement, review and coordinate efficient administrative procedures.

- Ability to work independently with minimum supervision whilst at the same time work effectively as part of a collaborative team.
- Willingness to devote time necessary to accomplish tasks.

Desirable Criteria

- A master's degree in a related field.
 - Previous experience in an educational institution will be highly considered.
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How to apply

If you consider that you meet the selection criteria, please send your application at hrd@nup.ac.cy. Applications must consist of the following:

- Application form ([download here](#))
- A curriculum Vitae
- A covering letter

All applications must be received by the closing date, 28/02/2015.