



Villa College QI Campus, Rah Dhebai Hingun,  
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## POSITION DESCRIPTION

<b>POSITION</b>	Administrative Officer
<b>EMPLOYMENT TYPE</b>	Full time
<b>FACULTY/CENTER/INSTITUTE/DEPARTMENT</b>	Centre for Postgraduate Studies
<b>LOCATION</b>	QI Campus, Male'
<b>DATE ADVERTISED</b>	08 December 2023
<b>DEADLINE FOR APPLICATION</b>	15 December 2023

## BROAD PURPOSE

The main purpose of the position is to provide the necessary administrative support in administering the functions related to lecturers, students, and staff

**Reports to:** Dean, Centre for Postgraduate Studies

**Salary:** MVR 5,000/-, Allowance: MVR 4,000/-

**Time:** 9:00 - 17:00 (Sunday to Thursday and Saturdays where necessary)

## MAIN DUTIES AND RESPONSIBILITIES

- Ensure that required space, both physical and online, stationery and equipment are ready to be used classes and maintain attendance.
  - Grouping and creating the online schedule in the student management system.
  - Giving access to lecturers and attaching the lecturers to the module in the student management system for marking attendance.
  - Check for required stationery, the condition of Multimedia projector, lighting, and sound
  - Before the commencement of every class.
  - Seek help from IT department immediately if anything is either not in place or is faulty.
  - Maintaining record of rescheduled and cancelled classes in each semester.
  - Call lecturers to remind them of their classes.
  - Keep record of the classes attended and cancelled.
  - Book rooms for the classes cancelled.
  - Send SMS to relevant students, lecturers, and faculty staff.
  - Records of the attended, cancelled and/or re-scheduled classes
- Maintaining monthly attendance of lecturers and students in the student management system
  - Monitor records of the attendance on a weekly basis. Check for any inconsistencies, call the respective lecturer and student for verification of the records.
  - Informing the lecturers to update the attendance if necessary or assist in updating attendance in the student management system.
  - Updated attendance of students and lecturers

3. Updating Moodle, giving Moodle access to all lecturers and printing lecture notes and distributing them to students (when needed).
  - Giving Moodle access and assigning the lecturers to the module according to the module and staff allocation list each semester.
  - Check for any notes by lecturers, get them place an order with required number to the printing room and get them ready and distribute them. Keep a master copy for the faculty/department.
  - All lecturers are given Moodle access and assigned to the respective modules before beginning of each semester.
  - Lecture notes are handed over to concerned students on time. Master copies of handouts/notes.
4. Keeping record of lecturers' working hours in student management system and visiting lecturer portal and assisting the coordinators in approving visiting lecturer payments accordingly.
  - Check the attendance records of lecturers from the student management system and crosscheck visiting lecturer workload for payment purposes in the Visiting Lecturer Portal. Make sure that all visiting lecturer's workload are approved by HOD accordingly for the payments each month.
  - Updated attendance of visiting lecturers in SMS/VLP
  - Timely submission of payment form to HR Department
5. Keep records of lecturer information
  - Find CVs, copies of Certificates, detail of account numbers, copies of ID cards, contact numbers and enter them to an excel sheet.
  - Provide up to date lecturer information when needed by concerned departments/authorities.
  - Updated lecturer information in the information management system.
6. Prepare for marking
  - Collect answer scripts from Examination Department sort and categorize them with great care hand over the papers to the respective lecturers keep a signed record hand over and of reception of these items.
  - Copies of signed hand-over records of answer scripts.
7. Help releasing results on prescribed time
  - Call the lecturers and check for progress of marking.
  - Collect the marked papers, assignments and dissertations and handover to the manager/Coordinator to prepare marks sheets and after that entering the marks to the student management system accordingly.
  - Marks endorsed by the date set in the VC operations calendar
8. Creating landscape accordingly in the student management system and informing students regarding module registration as per College calendar deadline
  - Initiate and execute timely registration of students.
  - Attend to all registration related queries
  - Registered list of students for individual modules and dissertation.

9. Accurate and timely communication of changes to the timetable to students.
  - Students are informed via SMS
  - Messages sent to all relevant students with maximum lead time
10. Prepare module and staff allocation list for HR to develop employment contracts for all the part time academic staff.
  - Ensure all part time staff sign the employment contracts and send to HR within the given deadline.
  - Collect, process, and communicate part time academic staff information to HR and Finance.
  - Part time staff records and contracts.
  - E-mails sent to HR and Finance Departments regarding updated records and completed contracts
11. Process all the assignment extension/PC form requests.
  - Ensure assignment extension/PC forms requests are processed on time.
  - Reply e-mails to students, granting PC extension
12. Prepare error reports for endorsed marks
  - Prepare error reports for submission to the Registration Department
  - Error reports sent to Registration Department as per the College deadline.
13. Attend and maintain accurate and reliable records relating to student assessments and department meetings.
  - Ensure records relating to student assessments are maintained. Ensure the minutes of the meeting are completed on time
  - Accurate data/information on students' assessment and other matters. Department meeting minutes on time
14. Ensure all students have access to Moodle.
  - Working with the IT support, ensure all registered students have access to Moodle
  - Moodle accessibility to all the registered students.
15. Preparing Supervisors' payment requisite sheet (PRS)
  - Collecting supervisor bank account details, supervisor meeting record forms, supervisory contract and prepare supervisor payment requisite. Email to supervisors. Payment requisite sheet. Email /log of submission of PRS to HR.

**Education**

- O Level /A Level (Essential)

**Experience**

- Experience in providing administrative support preferably in an educational Institute

**Skills and Competencies**

- Advanced speaking and writing skills in English and Dhivehi
- Proficient in MS Excel, MS Word and MS PowerPoint

**Character requirements / general attributes**

- Good interpersonal skills to develop and maintain effective working relationships
- Ability to work under pressure, handle multiple tasks and meet tough deadlines
- Must be organized
- Take initiative in tasks
- Attention to detail