

**Job Title: Admissions & Registration Clerk**

**Entity:** Admissions & Registration Department

**Reports To:** Head of Admissions & Registration Department

**Supervises:** None

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**Job Summary:**

The Admissions & Registration Clerk is responsible for supporting the Admissions & Registration Department by managing student records, handling registration tasks, and maintaining academic data. The role involves assisting students from the registration process through to degree conferment and ensuring the accurate and timely handling of student records and processes.

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**Key Responsibilities:**

1. Assist in the administration of student admission and registration processes.
2. Maintain accurate records of student information, including registration details, academic progress, and final results (both soft and hard copies).
3. Set up records for newly registered students and update student records throughout their academic journey.
4. Oversee course registration and manage add/drop processes in collaboration with academic departments.

5. Ensure proper documentation of final grades, calculating students' GPA and CGPA as per institutional regulations.
6. Monitor students' study plans across various majors to ensure they are on track for completion.
7. Prepare and declare approved final results and support the awarding of academic degrees.
8. Maintain up-to-date records of graduates, alumni, and students on probation or dismissed.
9. Provide necessary documents upon student requests, such as transcripts, certificates, and other official documents.
10. Assist in organizing study schedules, assigning appropriate classrooms, and ensuring smooth academic processes.
11. Support department activities by documenting and reporting on all organized events and tasks.
12. Provide ongoing administrative support and services to students, assisting with academic queries throughout the year.
13. Perform additional tasks as assigned by the Head of Admissions & Registration within the scope of practice.