



PERDANA UNIVERSITY DUO26 (B)

POSITION DESCRIPTION

Job Title : Assistant Manager, Student Affairs
Reports To : Registrar
Department : Registrar's Office

DUTIES AND RESPONSIBILITIES:

- Liaison with government office in JPA/ PTPTN/ Immigration and other Authorities
- Update information on the IPT Formation Management System (IFMS) & eipts
- Provide services to students including those involving requests for verification documents, replacement of student ID,
- Update and maintain the academic calendar
- Handle feedback from students on matters related to student service
- Manage matters related to indemnity insurance and payment for clinical attachment
- Set-up and maintain a computerized database of student records
- Assist in organizing orientation for new students
- International Students
 - ✓ Liaise with government agencies for student visa applications and other matters
 - ✓ Set-up and maintain a computerized database of international student records
 - ✓ Meet and greet international students at the airport on first arrivals
 - ✓ Provide support for in-coming international students through one-to-one counselling
 - ✓ Responsible for the welfare of international students
- Handle feedback from students on matters related to student service
- Manage matters related to indemnity insurance and payment for clinical attachment
- Assist in organising events related to registration and enrolment
- Assist in organising events related to convocation and other university events
- Any other tasks as assigned by the Management of Perdana University
- Process and respond to feedback received from students and parents
- To be involved in ad hoc projects and other tasks assigned



PERDANA UNIVERSITY DUO26 (B)

- Generally responsible for the recruitment of students and the sales and marketing of services offered by the University
- To assist in planning & participate in road shows, education fairs and other marketing activities as may be required
- To work in a team for the achievement of business goals and recruitment targets

This is not intended to be an exhaustive list of all duties and responsibilities. The employee may be required to carry out other duties and responsibilities as may reasonably be required to do so.

REQUIREMENTS:

- Candidate must possess at least Bachelor's Degree/ Post Graduate Diploma/ Professional Degree in Business Studies/ Administration/Management or equivalent
- At least 4 Year(s) of working experience in the related field
- Strong interpersonal and influencing behaviour
- Excellent communication skills
- Exceptional organisation and time management skills
- Resilient and able to adapt in a fast moving environment
- Flexible and Adaptable
- Willing to travel