

There are two (2) vacancies available for:

Student Service Officer

International Business College Mitrovica (IBC-M) is a young and dynamic institution. Working for the IBC-M will give you the opportunity to shape and to structure a part of our college. IBC-M is a locally and internationally accredited professional higher education institution offering Bachelor's and Master's degrees.

IBC-M is seeking for a full time highly motivated and adaptable **Student Service Officer** to support our Student Service Department.

Main tasks & responsibilities

- Developing and administrating student files
- Monitoring and updating attendance registers, grading system, and tuition fees statements for all IBC-M students and alumni.
- Communicating important dates, deadlines, schedules, and procedures.
- Administering exam preparations.
- Issuing grades, transcripts of records, diploma supplements, and certificates to students.
- Monitoring tuition fee payments.
- Monitoring student progress in their studies
- Assisting students through general counseling and advising and managing complaints.
- Assisting teachers and students with logistics support for field trips, guest lecturers, and other IBC-M extracurricular activities.
- Coordinating the activities for the internship and assisting students in finding internship placements,
- Forming agreements with internships companies, maintaining alumni network, and organizing career-related events and other extracurricular activities for IBC-M students.
- Providing regular reports on student data as requested

PROFILE:

- Bachelor's degree; at least 2 years of experience related to the duties and responsibilities specified.
- Organizing and coordinating skills.
- Very good English language skills (oral and written).
- Skills in analyzing course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to plan, assess, and evaluate the department's activities.
- Program planning and implementation skills.
- Skill in the configuration and use of Microsoft programs.
- Ability to provide guidance and administrative support to IBC-M staff and to students
- Ability to travel by vehicle locally and out of the country. A valid driver's license

The position at IBC-M will be compensated with an attractive and competitive remuneration package and excellent training opportunities. If you are interested, please send your letter of motivation, CV, and certificates to ibcm_vacancy@ibcmmitrovica.eu (Reference: **Student Service Officer**). The deadline to apply is 10th March 2023,