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

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)

1. <u>Ensure that required space, both physical and online, stationery and equipment are ready to be used classes and maintain attendance.</u>
   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

2. <u>Maintaining monthly attendance of lecturers and students in the student management system</u>
   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 students5 0 5useMonitor records of thend

3. <u>Updating Moodle, giving Moodle access to all lecturers and printing lecture notes and distributing them to students (when needed).</u>
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.

	Education
	- O Level /A Level (Essential)
	Experience
	- Experience