

# NILE UNIVERSITY

NU is the first research, Non Profit “Ahleya” university in Egypt . It was inaugurated in 2007 as a world-class, internationally recognized education and research University.

## Nile University is seeking to hire:

### Registrar Manager

#### The Successful candidate will:

- Manage a team of Registrar Officers.
- Manage tasks related to course registration, withdrawal, drop/add.
- Manage safe-keeping, revision and update of academic records.
- Assure records are accurate and secure.
- Manage the issuance of official documents and letters.
- Manage the migration of records to the automated system.
- Process academic petitions.
- Revise graduation lists.
- Manage the team participation in events such as the commencement and the new student orientation.
- Prepare SCU requested reports.
- Enforce NU academic policies and procedures.

#### Requirements:

- Very good command of MS. Office Applications, especially Word, Excel & Power Point
- Very good command of written and spoken English Language
- Knowledge of administrative and data management procedures.
- Good problem analysis, assessment and solving skills.
- Judgment and decision-making skills.
- Excellent planning, organizing time and work management.
- Good communication skills and a pleasant personality to deal with students, faculty members and employees.
- Able to adapt and learn new techniques to modernize and automate Registrar processes

#### To Apply:

Applicants must submit their CV to [careers@nu.edu.eg](mailto:careers@nu.edu.eg) , and mention the title of the job in the subject of their email.

### For More information

[www.nu.edu.eg/careers](http://www.nu.edu.eg/careers)