



Registrar and Admissions Assistant (m/f/d)

The Registrar and Admissions Assistant is a full-time position (TVöD EG 08) term-limited to one year with the possibility of extension that presents a unique opportunity to work closely with the Akademie's talented student body, from application to admission in the Admissions Office, and from matriculation to graduation in the Registrar's Office. Duties include general administrative tasks as well as assisting with the development and improvement of institutional structures and processes for both offices.

Requirements:

- Bachelor's degree;
- Excellent and professional written and oral communication skills in both English and German;
- Highly organized, with an attention and sensitivity to detail in communications of all kinds;
- An outstanding ability to manage concurrent tasks and complex scheduling requirements;
- Prior work experience in higher education administration is required, ideally in a German academic environment and/or in offices managing international programs, etc.;
- Strong working knowledge of all Microsoft Office products, including familiarity with campus and learning management, and room booking software; CMS and web experience is a plus;
- Discretion and sensitivity working with confidential data, documents, and student cases.

Preferred Skills and Experience:

- Familiarity with the German higher education system;
- Knowledge of admissions and matriculation regulations for international students within the German higher education system;
- Knowledge of additional languages, particularly Arabic, Farsi, Hebrew, and/or Turkish is a plus;
- A background in performing arts and/or music education is a plus.

Admissions-related duties:

- Assisting with scheduling activities on campus and online;
- Screening of application materials in accordance with German regulations;
- Responding to prospective student enquiries and preparing application related documents and/or forms;
- Assisting in the scheduling and organizing of entrance exams with faculty and staff, including auditions, music theory exams, and interviews.

Registrar-related duties:

- Maintaining student data and record-keeping, including process improvement;
- Supporting IT matters such as our scheduling software (Asimut) and learning management system (Canvas);
- Assisting with the provision of academic services, including creating and analyzing course evaluations, distributing semesterly enrollment certificates, scheduling courses, and preparing examinations;
- Supporting in student life matters, including communicating housing policies to students and ensuring that these policies are observed, organizing check-ins and check-outs, and housing during orientation;
- Assisting students with administrative matters in Berlin, especially during orientation weeks

We are looking for a culturally sensitive self-starter with excellent communication and organizational skills. If you feel that you fit the profile outlined above and would like to join our motivated team, we would be happy to receive your complete application, sent in a single pdf file to jobs@barenboimsaid.de with the subject line "Registrar and Admissions Assistant" by March 14th, 2023. Interviews will take place from March 22nd to March 24th.

Compensation is in line with the federal pay scale for similar positions at German public universities (Tarifvertrag des öffentlichen Dienstes, TVöD Bund EG 8). This position is to begin as soon as possible, and no later than May 1, 2023.