

POSITION: ADMINISTRATIVE ASSISTANT (REGISTRAR)

BASIC FUNCTION OF POSITION

The Program Support Registrar position at the American Center (AC) in Rangoon performs specialized clerical and technical work involving functions related to AC programs, including registration, transcript preparation, statistical records and reports, and a wide variety of administrative tasks requiring independent judgment and a high level of organizational skills.

MAJOR DUTIES AND RESPONSIBILITIES

1. Answers questions from AC members both in-person and through other methods of contact; coordinates with Embassy Public Affairs Section (PAS) officers on American Center activities; manages calendars for classrooms and public spaces used for AC member activities; provides supervision for AC member use of classrooms and other spaces; collects signage proposed by American Center members and obtains PAS approval prior to posting; maintains a file of all signage for member-led activities; ensures that the PAO and Director of Courses know about all public activities and invited speakers at the American Center. --- 50%
- 2) Prepares correspondence and reports in relation to the work of American Center programs, AC Student Council and AC Club activities; continually maintains student records to ensure accuracy and completeness; acts as alternate sub-cashier for collection of recycling revenue; assists with placement testing at the AC; responsible for keeping all information on students up-to-date and confidential; assists in managing the American Center Self-Access Center and Silicon Valley computer lab volunteers. ---- 30%
- 3) Helps develop surveys, brochures and other marketing material for the American Center, the English teaching program and other AC-related efforts; participates in outreach efforts to encourage enrollment in AC programs. ---- 10%
- 4) Assume the duties and responsibilities in the absence of the Program Support Clerk. Performs related duties as required. ---- 10%