

College of Language and Culture Studies, Taktse, Trongsa

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1. Position Title | : Student and Exam Record Officer |
| 1.2. Position Level | : PL8 |
| 1.3. Occupational Group | : Administrative and Technical |
| 1.4. College | : College of Language and Culture Studies (CLCS), Taktse, Trongsa |

2. MAIN PURPOSE OF THE POSITION:

The Student and Exam Record Officer is responsible for maintaining accurate academic and personal records of all students, coordinating examination processes, and ensuring the secure handling and storage of student-related data. The officer plays a key role in supporting the academic integrity and administrative efficiency of the college.

3. GENERAL ROLES AND RESPONSIBILITIES:

The Student and Exam Record Officer shall report to the Dean of Academic Affairs and will be responsible for the following:

3.1. Student Record Management

- Maintain and update student records including admission, registration, academic progress, and graduation.
- Ensure data accuracy and confidentiality in student information systems.
- Prepare academic transcripts, certificates, and other official documents.

3.2. Examination Management

- Coordinate with academic departments to schedule internal and university examinations.
- Maintain examination timetable and invigilation duty roster.
- Ensure secure storage, distribution, and collection of examination papers.
- Record and compile examination results for submission to relevant departments and RUB.

3.3. Reporting and Communication

- Prepare reports for the management, RUB, and relevant stakeholders.
- Act as a liaison between students, faculty, and the Office of the Registrar.
- Respond to student inquiries related to academic records and examination matters.

3.4. Quality Assurance & Compliance

- Ensure that all examination and record-keeping procedures comply with RUB's rules and regulations.
- Support audits and reviews by providing necessary documentation and data.

3.5. Record Archiving and Retrieval

- Implement effective record-archiving procedures for easy retrieval and security of documents.
- Digitize and back up student and exam records as per college policy.

3.6. Other Tasks

- Assist in enrollment and graduation ceremonies.
- Carry out any other related tasks assigned by the Dean of Academic Affairs or College Management.

4. QUALIFICATION, KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS

4.1. Education:

- Minimum Bachelor's Degree (preference will be given to those who have experience in the respective profession)

4.2. Experience:

- Relevant work experience in academic record management or examination coordination is preferred.

4.3. Knowledge, Skills, and Abilities:

- Strong organizational and data management skills
- Good communication and interpersonal skills
- Knowledge of academic policies and student information systems
- Ability to work with confidentiality and accuracy
- Proficiency in Microsoft Office and database software
- Ability to handle multiple tasks under tight deadlines