



## ST. THERESA INTERNATIONAL COLLEGE

**Job Title:** Student Registration Officer

**Salary:** Negotiable

**Experience:** At least 2 years

**Job Description & Responsibility:**

1. Handling registration duties and student profiles
  - a. Management of student registrations / enrollments
  - b. Organization of faculty information
  - c. Submission of documentation to concerned departments
  - d. Gathering and recording of statistical information concerning graduates
  
2. Measurement and Evaluation
  - a. Gathering necessary measurements and conducting evaluations with accordance to the Rules of the College
  - b. Process all student grades and transcripts
  - c. Announce assessment results to students and counselors for every semester
  - d. Notify / consult students that have grades lower than degree requirements

**Job Specification:**

- Bachelors Degree, Measurement and Evaluation or other related field
- Microsoft Office computer skills
- Ability to converse in English language
- Friendly personality
- Service-minded
- Patience and thoughtful
- At least 2 years experience in the work of registration and general affairs

**Contact:**

Please submit your application to [mae@stic.ac.th](mailto:mae@stic.ac.th) and cc to [hr@stic.ac.th](mailto:hr@stic.ac.th) and [hre@stic.ac.th](mailto:hre@stic.ac.th) or contact our recruitment office at +66- 37-349933 – 6 Loc. 117.

**Address:**

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