Jacobs University is a private, state-accredited, English-language research university in Bremen. We are offering PreDegree, Bachelor, Master or PhD programs in three schools: School of Science, School of Computer Science & Engineering, School of Business, Social & Decision Sciences and are involved in the professional development of specialists and managers and in the transfer of knowledge. Our principles are first class research and teaching, international diversity and transdisciplinary cooperation. As an international university we attract highly talented and open-minded students from all over the world. Currently, more than 1,500 students from over 100 nations live and study on our residential campus.

The department „Registrar Services“ invites interested candidates to apply for the next possible date as a

**Student Records Officer (m/f/d)**

(full-time; 38.5 hours/week; unlimited)

**Job ID 22~115**

Registrar Services is responsible for the academic administration of students and as Student Records Officer you will be working in close contact with our international students. This particular position focuses on administering course data in the context of Registrar Services.

**Your responsibilities:**

- Enrollment / Disenrollment
- Leave of Absence
- Administration of course registrations in the Campus Management System (CMS)
- Credit Transfer
- Certificate creation
- Implementation of the study and examination regulations in the CMS
- Maintenance of the website
- General advising of students and professors
- Documentation and record keeping
- Carry out control and reconciliation activities and solve discrepancies / errors independently
- Create and update process documentation
- Ensure knowledge transfer to other staff members and train new staff members professionally
- Train new employees
- Collaboration in projects
- Cooperation with the Registrar Services team
- Further administrative tasks

**Your qualifications:**

- Completed Bachelor’s or Master’s degree (or equivalent)
- Capability to answer detailed questions in English
- Experience in organizing complex administrative activities and processes
- Appreciation of cultural diversity in student populations
- Highly flexible outlook and “can-do” approach to a variety of administrative tasks
- Strong computer skills
- Highly independent, committed and detail-oriented working style
- International background is highly desirable
We offer:

- The result counts: trust working hours for work-life balance
- Possibility to work remotely
- Individual on-boarding, career- and development planning
- Company fitness program offers with EGYM Well Pass (former Qualitrain)
- Green campus with recreation areas, take the tour: https://www.jacobs-university.de/campustour/
- Jacobs University has extensive programs on sustainability, environmental sustainability, equal opportunities and high ethical values

If you enjoy a dynamic international working environment and like to work in a highly motivated and friendly team, you are exactly right with us! You can expect an open corporate culture with flat hierarchies as well as interesting and challenging tasks. During your induction, you will be optimally prepared for your area of responsibility.

Your application:

If you have any questions about the position, please contact Dr. Freia Hardt (Director of Student Affairs) via mail (F.Hardt@jacobs-university.de) or send an email to Rebecca Meyer, HR Business Partner (re.meyer@jacobs-university.de).

Please send your informative documents with details of your availability and salary expectations in our application management system.

The review of applications will begin immediately and will continue until the position is filled.

Jacobs University is an equal opportunity employer.