



Job Description

Job title	Administration Assistant
Unit	Admission and Student Records Unit
Department	Admission & Registration Department
Immediate supervisor	Director of Admission and Registration (Registrar)
Working Relationship	➤ Internal: Students, IT, Procurement, Facilities ➤ External: Applicants, Parents

DUTIES AND RESPONSIBILITIES:

- **Admission**

- Responsible for the full process of the new applicants' admission and acceptance in KCST.
- Responsible for preparing the new student envelope and receiving the student documents after verifying them.
- Manage and oversee the entrance exam by preparing the entrance exam hall in terms of having enough computers, headsets, calculators etc.
- Ensure the Security of the entrance exam by coordinating with the IT and the Facilities department.

- **Social Allowance Applications and reports**

- Receive students applying for Social Allowance at the beginning of each semester.
- Prepare and send the monthly Social Allowance report to the PUC.
- Receive the student requests to change their IBAN.

- **Entrance Exam**

- Responsible for the full process of the entrance test (sessions, attendance, posting scores, etc.) of the new applicants in coordination with the unit's team leader.

- **General**

- Ensure that duties and responsibilities comply with university policies & procedures, KCST Website, the Academic Calendar, the Tasks of End/Beginning of the Semester, Forms (Electronic and Manual), and any external accreditation requirements.
- Ensure that my Job Description is in line with the organizational chart, my SIS Access, the Authority Matrix, the Unit Plan (Milestones), and my five goals.
- Assist in all the tasks during admission, graduation, archiving, etc.
- Any other tasks assigned by the line manager.
- Maintain high standards of service and work within the best ethical standards of good practice.

QUALIFICATIONS EXPERIENCE AND ATTRIBUTES

- Education: Bachelor's degree holder
- Minimum 2-3 years experience in a similar position
- Fluent in Arabic and English both verbal and written
- Computer literacy -Microsoft office
- Good interpersonal and negotiation skills



KUWAIT COLLEGE OF SCIENCE & TECHNOLOGY

كلية الكويت للعلوم والتكنولوجيا

Private University

جامعة خاصة

- Able to work under pressure
- Continuous Improvement

COMPETENCIES

- Communication skills
- Excellent ability to work under pressure
- Teamwork
- Cultural and Organizational Awareness
- Problem Solving
- Attention to Details
- Building customer loyalty
- Integrity

Reviewed & Approved By: Name: Amjad Al Wehsheb Signature: Amjad Al Wehsheb Date: 12/3/25