



EDU Student Affairs Administrator (Malta)

(m/w) full-time in Kalkara, Malta

Work area: Student Affairs Administration | **Expected Travel:** 5% | **Location:** Kalkara, Malta
Employment Type: Regular Full Time

About us

EDU is a brand of Digital Education Holdings Ltd. (DEH), a private institution of higher education with a vision to increase the quality and accessibility of education.

In line with the United Nation's Fourth Sustainable Development Goal, EDU focuses on social impact for higher education by boosting societal participation, lowering barriers to formal education, and addressing capacity constraints to higher education in developing countries.

We are a young company with a team of passionate founders and leadership with broad experience across the fields of education, technology, and international relations. With a rich partner ecosystem, we are building degree programmes that rely on European traditions, instilling in our graduates a strong sense of responsibility.

If you share our commitment in shaping the future of education, we invite you to join us on this journey.

Expectations and Tasks

- Administer student affairs throughout the whole student lifecycle with the EDU Student Management Software:
 - Track applicants during the admission phase;
 - Prepare matriculation documents for accepted students;
 - Check payment of tuition fees;
 - Manage cohorts and online courses;
 - Archive assessment results and grade management;
 - Create statistical data and reports;
 - Etc.
- Help to continuously improve the efficiency and quality of the EDU programmes by optimizing the administration processes
- Interact with students regarding administration-related topics



Skills and Competencies

- Detail-oriented, while still keeping the big picture in mind;
- Preference to work according to clearly defined processes;
- A precise working style that has a low tolerance of mistakes;
- High awareness for quality and efficient processes;
- Affinity to IT tools and online collaboration;
- Integrity and ability to manage confidentiality;
- Effective team player;
- Fluent in spoken and written English;
- Maltese is a plus.

What we offer

- Being a vital part of building up an innovative social business;
- Personalised learning plan in line with your goals, with weekly and monthly check-ins and feedback;
- Opportunity to do meaningful work from day one, and gather first-hand experience and insights across departments;
- Competitive salary package;
- Work closely with experienced professionals at the top of their industries.

Apply now!

We are looking forward to receiving your application which you can send to jobs@edu.edu.mt.

Diversity Commitment

To harness the power of innovation, EDU invests in the development of its diverse employees. We aspire to leverage the qualities and appreciate the unique competencies that each person brings to the company. EDU is committed to the principles of Equal Employment Opportunity and to providing reasonable accommodations to applicants with physical, sensory and/or mental disabilities.