



INTERNATIONAL UNIVERSITY OF SARAJEVO  
INTERNACIONALNI UNIVERZITET U SARAJEVU

In accordance with the Article 4 of the Labor Rulebook of the International University of Sarajevo, **International University of Sarajevo** announces the following:

## **JOB ANNOUNCEMENT**

for the vacant position of

### **Specialist for First Study Cycle**

**1 (one) person (m/f)**

#### **SKILLS AND REQUIREMENTS:**

- University degree;
- Computer skills are essential;
- Bosnian, English and Turkish language proficiency is essential (C1 level is a minimum);

#### **DUTIES AND RESPONSIBILITIES:**

- Daily provides administrative support to the Double Diploma Coordination Center (DDCC);
- Performs tasks on the enrollment process and regulation of the status of the student and the verification of semesters, undergraduate and postgraduate;
- Takes care of the issuance of documents from students' personal files;
- Provides information on enrollment and conditions of study to all interested parties;
- Maintains communication with students, face-to-face and over the boards;
- Prepares and issues various certificates, confirmations and other documents from the Office for Students' Affairs records;
- Actively involved in the works of foreign diploma equivalency;
- Involved in preparation of reports related to students;
- Maintain student files;
- Keeps records and archives course registration forms and grade reports;
- Helps in processing course transfers for students transferring from other universities;
- Processes and forwards students' appeals for further procedures (course transfers, issuance of student ID cards, diploma duplicates, etc);
- Participates in preparation of the graduation ceremony;
- Posts various announcements on the announcements boards;
- Verifies processes and approves documents related to submission of grades;
- Helps in supervision and maintenance of the Student Information System;
- Performs other related tasks as requested by the supervisor.

#### **WHAT WE OFFER:**

- Diversified range of tasks in an international and dynamic environment;
- Friendly and inspiring work atmosphere;
- Continuous development and support;
- Competitive salary and benefits;
- Team building.



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**HOW TO APPLY:**

All interested candidates should submit the following documents in the application:

1. **A detailed resume in English with a recent photo;**
2. **A cover letter in English.**

**Applications can be submitted in three ways:**

1. **Personally**, to the protocol at the IUS Campus (Monday to Friday, 08:30 to 17:00);
2. **Via postal service**, by sending the application to the address *Hrasnička cesta, 15, 71210 Ilidža* or
3. Via option: "**PRIJAVI SE NA OGLAS**" at [mojposao.ba](http://mojposao.ba).

Candidates who apply personally or via postal service **should indicate the position** they are applying for on the envelope.

The selection of the candidates who meet the conditions of the competition is made by the Committee. As a part of the procedure, a preliminary check of the work skills and motivation will be conducted with the shortlisted candidates.

**A fixed-term contract is concluded with the selected candidate for one year, with a probationary period of six months.**

The job announcement remains open **until October 7, 2024.**

Incomplete, untimely, and irregular applications will not be taken into consideration.

**Only shortlisted candidates will be contacted.**

The application documentation will not be returned to the candidates.