



INTERNSHIP OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit interns in the Registrar-Academic Affairs Department;

INTERN – REGISTRAR ACADEMIC AFFAIRS DEPARTMENT

JOB OBJECTIVE

The job holder will perform routine examination tasks including logistics, data entry, and preparation of records and reports.

DUTIES AND RESPONSIBILITIES

- Issuing of Transcripts and Result slips.
- Acquisition of stationery
- Retrieval of Examination Booklets from the archive
- Filing of examination records
- Follow-up on student requests from the various schools
- Handling office correspondences on the phone, Email, WhatsApp groups etc.
- Respond to student enquiries on exam-related issues at the front office of the Examinations Unit
- Assist with maintaining an inventory record of exam stationery
- Perform other duties/projects as assigned.

POSITION REQUIREMENTS

- Candidate must be a citizen of Kenya.
- Bachelor's Degree from a recognized university;
- Experience with Microsoft Office Suite
- Experience with Google Workspace
- Ability to use web-based applications
- Excellent communication and interpersonal skills
- Excellent time management skills.
- Client orientation

How to Apply

Interested candidates who meet the above requirements should submit an application letter, a detailed CV (include two referees), academic certificates, and a clear copy of your Kenya National ID and iTax certificate via email to hrjobs@kcau.ac.ke by **8th July 2022**.

The subject of your email should read: INTERNSHIP –REGISTRAR, ACADEMIC AFFAIRS.

Only shortlisted candidates will be contacted.

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