



Registrar and Admissions Assistant (m/f/d)

The Registrar and Admissions Assistant is a full-time position (TVöD EG 08), limited to two years, that spans two sides of the Barenboim-Said Akademie's administration and moves flexibly between the two offices according to each office's specific administrative cycle. This position presents a unique opportunity to work intensely and in-depth with the Akademie's talented student body, from recruitment to application to admission in the Admissions Office, and from matriculation to graduation in the Office of the Registrar. Duties include general administrative tasks in the offices of Admissions and the Registrar and assisting with the development and improvement of institutional structures and processes for both offices.

Requirements:

- Bachelor's degree;
- Excellent and professional written and oral communication skills in both English and German;
- Highly organized, with an attention and sensitivity to detail in communications of all kinds;
- An outstanding ability to manage concurrent tasks and complex scheduling requirements;
- Prior work experience in higher education administration is required, ideally in a German academic environment and/or in offices managing international degree programs, international exchange programs, etc.;
- Strong working knowledge of all Microsoft Office products, as well as a familiarity with campus and learning management and room booking software; CMS and web experience is a plus;
- Discretion and sensitivity working with confidential data, documents, and student cases.

Preferred Skills and Experiences:

- Familiarity with the German higher education system;
- Knowledge of admissions and matriculation regulations for international students in the context of the German higher education system;
- Knowledge of additional languages, particularly Arabic, Farsi, Hebrew, and/or Turkish is a plus;
- A background in the performing arts and/or music education is a plus.

Admissions-related duties:

- Assisting with recruitment and scheduling activities on-campus and online;
- Screening of application materials in accordance with German regulations;
- Assisting in the scheduling of entrance exams with faculty and staff, including auditions, music theory exams, and interviews.

Registrar-related duties:

- Support in student data maintenance and record-keeping;
- Assisting with the creation and archiving of official documents and the improvement of archive processes in line with the official policies;
- Organizational and administrative responsibilities (tasks include, but are not limited to the creation and analysis of course evaluations, assistance with course scheduling and semesterly examination preparations, support in student life matters);
- Support in IT matters and data entry (scheduling software, Learning Management System).

We are looking for someone who is a self-starter, culturally sensitive with excellent communication and organizational skills. If you feel that you fit the profile outlined above and would like to join our motivated team, we would be happy to receive your complete application, sent in a single .pdf file to jobs@barenboimsaid.de with the subject line "Registrar and Admissions Assistant". This position is to begin as soon as possible.