



ROBERT COLLEGE

ISTANBUL, TURKEY

Robert College is seeking candidates for the
REGISTRAR

Candidates should have:

- Preferably a graduate in Engineering, Mathematics, Statistics, Information Technologies or related fields.
- Minimum 2 years of experience with ASC Timetables, Options, and e-Okul system.
- Strong knowledge of MEB procedures and regulations.
- Proficient in Microsoft Office Suite and Google Workspace applications.
- Excellent command of English and Turkish, both written and spoken.
- Strong communication, problem-solving, time management, planning, and organizational skills.
- Highly motivated, creative, open-minded, and solution-oriented.
- Ability to adapt to changing workloads and perform effectively amid interruptions or distractions.

The position mainly involves;

- Ensure all processes during the enrollment period are completed accurately and on time.
- Maintain accurate student data in all systems, generate required reports, and share them with relevant departments.
- Prepare all official documents for students in compliance with MEB (Ministry of Education) regulations.
- Prepare academic schedules and timetables.
- Create elective course groups and prepare weekly class schedules.
- Analyze, review, and report all data related to class schedules.
- Prepare and coordinate exam timetables with relevant departments.

Interested applicants who meet the qualifications may complete the online **application form for non-academic positions** and send it to rchr@robcol.k12.tr by January 31, 2026, including the contact details for at least three professional references.

**Aligned with international child protection standards, Robert College is committed to the safeguarding of children: its recruitment process includes a rigorous child protection element and detailed background checks.*