



ROBERT COLLEGE

ISTANBUL, TURKEY

THE REGISTRAR'S OFFICE of Robert College is seeking an outstanding registrar to join the team for a single, academic year (September 2026 to June 2027).

Candidates should be enthusiastic, collegial, knowledgeable, experienced (at least five years teaching in a comparable setting), and committed to excellence.

ACCOUNTABLE TO: Dean of Academic Programs and Dean of Faculty

PURPOSE: To serve the school by effectively and efficiently supporting the procedures and responsibilities of the Registrar's Office. Essential qualities include, confidentiality, strong organization skills, communication skills, extensive computer and technology experience, professional working relationships with colleagues and problem-solving initiative.

PRIMARY DUTIES AND RESPONSIBILITIES:

- **Connecting Academic Information with Ministry's e-okul System** Serving as a vital bridge between RC academic data and the E-Okul system, supporting our school community with e-okul related matters, and setting up the E-Okul system for the academic year.
- **Collaboration with College Counseling Offices:** Working closely with the College Counseling Office on matters concerning school profiles and transcripts.
- **Certificates of Achievements and Report Cards:** Producing Report Cards, awards such as Takdir, Teşekkür, Üstün Başarı and Onur Belgesi certificates, and diplomas through the Lise Office.
- **Data Report Generation:** Providing necessary data and reports to all parties on the requested information.
- **Grade Structures:** setting up the grade structures for courses for semester one and semester two.
- **Assessment Planning:** Preparing common exam and make-up exams schedules, and the coordination external exams (AYT, TYT, AP, SAT, etc. in coordination with the Testing Office).
- **Marking Period Reports (MPR):** setting up the system and checking for missing reports and grades.
- **Yearly Homework Projects (YHP):** creating and sharing the yearly calendar, tracking student subject/teacher selections, and insuring that all students have a designated YHP.
- **End-of-Term Procedures:** tracking and collecting signed grade sheets,

identifying missing grade sheets, reviewing grades and checking for errors.

- **On-going Tasks and Procedures:**
 - Classroom assignment changes
 - Discipline record tracking
 - Attendance entry and tracking
 - Transcript Preparation

Interested applicants who meet the qualifications may complete the online ***application form for non-academic positions*** and send it to rchr@robcok.k12.tr by September 4, 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.***