



WORK REGULATION OF THE SUPPORT STAFF

Pursuant to the Statute of College ESLG , the Board of the College approves the Rules of Procedure of the SupportStaff.

Article 1

By this Regulation are forresen to be regulated these issues ;

- The organizational structure of the College Support Staff and internal organization;
- Overview of job positions and the conditions that candidates-employees should meet for the job position;
- Description of assignments and tasksof job:

Article 2

This Rule also gives an Overview of the job positions and conditions that must be met by the employees for each respective job position and job title.

I.ADMINISTRATION

2.1 Director of the College

Master in Business Administration and three years of managerial work experience.

Registrar

2.2. The Chief Registrar

Faculty of Law or Faculty of Social Sciences and three years of work experience in higher education matters



2.3. Officer for Scientific Affairs

Faculty of Law or Faculty of Social Sciences and one year of work experience.

Accounting Office

2.4. Head of Accounting Office

Faculty of Economics and three years of work experience in accounting and finance.

2.5. Accounting Officer

Faculty of Economics or Higher Economic School and one year of work experience.

Student service

2.6. Officer of Student Affairs

Faculty of Law or Faculty of Social Sciences and three years of work experience in higher education matters.

2.7. Officer of Student Affairs

High school and one year of work experience.

Information Technology Office

2.8. Server - network administrator

Three years of work experience in server maintenance and network administration.

2.9. Quality Assurance Officer

Faculty of Social Sciences and one year of work experience



2.10. Executive Assitant

Three years of work experience as an executive assistant

2.11. Archivist

High school and one year of work experience.

II. Directorate of External Relations

2.12. Director of External Relations

Faculty of Social Sciences and three years of work experience as well as English language knowledges.

Fakulteti i shkencave shoqërore dhe tre vjet përvojë pune si dhe njohje e gjuhës angleze

For the duration of the contract, the Director may reappoint the employee to another post where the level is approximate and the payment is the same.

Article 3

Description of assignments and tasks.

3.1. Director

This job description is described in the College Statute.

3.1. The Chief of Registrar

Maintains student academic records, issues grade reports, controls and administers enrollment of new students, and administers undergraduate and graduate studies.



3.3. Scientific Affairs Officer

Follows and takes care of the College's publishing activity plan, prepares meeting materials and maintains minutes of the College's publishing council, keeps evidence of candidates who have graduated on master and doctoral degrees, and prints diplomas;

Prepares the progress of promotion of PhDs;

Compiles written information as well as analysis of the scientific work at the College level;

3.4. Chief Accountant

Apply and work on detailed procedures for the College's financial management criteria and asset management, expenditures, revenue collection, etc.;

Works on procedures for developing material and financial documentation;

Reconciles bank accounts and cashier and other accounts for non-compliance, and notifies supervisors to take the necessary procedures;

Proces standard accounting codes and adapts to own needs;

Takes care to reconcile all accounts and to match the disagreements;

Compiles periodic and annual reports on financial performance;

3.5. Accounting Officer

Verifies the documentation, certifies the arithmetic and physical accuracy of the data, checks the supporting documentation (invoices, receipt, delivery note, contracts and other eventual additions);

Records financial documentation by accounts and units in the respective software;

Archives financial records chronology and is responsible for their preservation;

Is responsible for reconciling od financial accounts;



It is obliged to permanently update the account books;

Makes payments of utility bills, supplies and salaries;

Performs other duties assigned by the leader.

3.6. Head of Student Affairs

Prepares the text of the college vacancy of students admission;

After the decision of the College Senate on the number of students to be admitted prepares the final text of the vacancy;

Designs the dynamics of the vacancy;

Introduces the College Board with the competition for the admission of new students, being sent from an extract of the competition with the dynamics of its realization;

Makes the order and takes care of printing the registration forms;

Makes orders for technical papers and material for student documentation retention;

Based on the lists of students admitted, assigns the civil number to each student;

Participates and supervises the enrollment procedure and resolves any eventual problems that may arise during the students enrollment;

After enrolling students, supervises the work of student enrollment in the database computer program;

Compiles final lists of students admitted for enrollment;



3.7. Student Affairs Officer

Sets the student's ID number on the basis of which student lists are compiled according to study programs;

Arranges the documentation of admitted students according to the number of indexes and forms their files;

Prepares certificates for first year students;

Enter all data of students of the College into the relevant software according to the data available;

Office of Information Technology

3.8. Server - network administrator

Does website design and domain administration;

Manages accounts administration, opens emails for College;

Deals with the issue of securing - archiving data, maintaining computers and servers;
Performs other duties assigned by the Director of the College;

3.9 Quality Assurance Manager

The Quality Assurance Manager ensures daily implementation of the recommendations derived from the external self-assessment and evaluation process.

The Quality Assurance Manager serves as liaison with the Coordination Committee for Self-Assessment;

The Quality Assurance Manager serves as the liaison between the academic head of the college and the evaluation implementation committee;

The quality assurance manager will establish a small committee consisting of the quality improvement manager (or his / her nominee), the dean of the unit, and the member of the permanent committee of quality improvement.



3.10. Executive Assistant

Assist the Executive Director of the College in relations with staff and the public;

Prepares reports for the Executive Director at College Board meetings;

Përgatit raportet për Drejtorin Ekzekutiv në mbledhjet e Bordit të Kolegjit;

3.11. Archivist

Makes the archiving of the official documentation of the College based on the nomenclature foreseen by the rules for keeping and recording archive material.

II. Directorate of External Relations Office

3. 12. Director of External Relations Office

The Director of the Office of External Relations serves the University at all levels of international cooperation;

Assists in the planning, development and expansion of the External Relations Office.

The head of the external relations office has the following duties:

Makes internationalization within the College through international study programs at the College, organizes training the candidates of foreign language candidates, takes care of student and teacher mobility in other countries through regional and European projects, etc ;

Prepares international correspondence in foreign language for the Rector, in particular as well as for other College leaders;

Provides information and advice and makes suggestions to the University bodies regarding the inter-university relations;

Disseminates information about international inter-university relations;



Assists in establishing links with foreign Colleges, advises professors in establishing such links, prepares contracts and agreements signed by the Rector, prepares visits for international guests and visits of Rector abroad;

Assists in the design of projects such as researching the needs for international inter-university cooperation of ECTS, taking into account all the foreseen procedures;

Translates information orally or in writing;

Develops verification procedures, participation procedures, procedures for organizing ceremonies, etc ;

Follows the informations and reports from relevant international education institutions;

Contact the universities and meet with their representatives, by initiating the cooperation;

Prepares materials for website for the Office of External Relations;

Collects funding data, coordinates ESLG scholarship work, and other funding for students and professors.

3.13. Officer of the External Relation Office

Officer of the External Relation Office Zyrtari i Zyrës

Performs document verification;

Make e-mail checks;

Bën verifikimin e dokumentave;

Assist and provide information to foreign students and teachers coming to the College, and local students and teachers who want to study and research abroad, etc .;

In addition to the Rector, he/she also prepares correspondence for the Director of the **ZMJ** for the Vice-Rectors, for the Secretary and in rare cases for other staff;

Performs written verification for College students who have competed in foreign universities;



Make consults with student forstudies abroad;

Prepares various announcements of students, makes photocopies, distribution and meets with stakeholders as a result of their interest;

Article 4

Based on the proposal of the Director, changes and additions can be made to the systematization of jobs.

Article 5

The increase or decrease of the number of job positions of assisting staff shall be based on the proposal of the Director by decision of the Board;

All administration employees shall report to the Director of the European College in Kosovo.

The Officer of external affairs respond to the Director of the External Relations Office of the College.

Article 6

Upon entry into force of this Regulation, each employee is required to submit a monthly report on the work he/she has performed within that time.

President of the Management Board, 20.08.2019

Prof. Dr. Edmond Hajrizi