

# Njomza Hyseni



- Performs all procedures related to the admission of new students, from receiving applications to the completion of student registration procedures.
- Maintains and updates student data in the university management system in accordance with assigned duties and authorizations.
- Carries out semester registration, course registration, confirmation of student payment slips in the system, as well as other similar actions.
- Issues student certificates, transcripts of records, and signs these documents along with other letters related to student status.
- Completes and closes student files and forwards the documentation for diploma preparation.
- Ensures the implementation of applicable regulations related to student services and performs duties in accordance with her competencies and authorizations.
- Participates in meetings of the Academic Unit Council as required, as well as in various committees when assigned.
- Performs other student service-related tasks as requested by the direct supervisor or operational supervisor.