

**Job Title: Student Compliance Officer**

**Location: Lahore Pakistan with Remote support to Cecos College London student support and admissions team**

**Reporting to: Operations Lead UK**

**About the Role:**

The Student Compliance Officer is responsible for ensuring compliance with academic policies, conducting performance audits, and supporting both students and staff to optimize classroom attendance and overall academic success. This role is critical in maintaining high standards of accountability, fostering a culture of continuous improvement.

**Key Responsibilities:****Compliance and Classroom Audits**

- Conduct regular audits of classrooms to verify attendance updates on the academic management system (e.g., Academia).
- Ensure compliance with institutional and regulatory requirements regarding attendance and student engagement.
- Identify and report discrepancies, proposing actionable solutions for improvement.

**Student Performance Monitoring**

- Track student attendance and performance metrics, ensuring timely identification of at-risk students.
- Collaborate with academic departments to address performance issues, providing tailored interventions for students.
- Develop and implement initiatives to improve attendance rates and student engagement.

**Support for Staff and Students**

- Provide guidance to teaching and administrative staff on maintaining accurate attendance records and performance data.
- Serve as a point of contact for students requiring support to enhance their academic performance.
- Deliver workshops or training sessions for staff and students on best practices for compliance and performance improvement.

**Data Analysis and Reporting**

- Maintain and analyse attendance and performance records, generating reports to highlight trends and areas for intervention.
- Present findings and recommendations to senior management to support strategic decision-making.
- Ensure the integrity and confidentiality of all data, adhering to GDPR and institutional policies.

### **Collaboration and Continuous Improvement**

- Work closely with academic coordinators, student support teams, and operations to align performance goals.
- Participate in student feedback initiatives to identify barriers to performance and develop actionable plans.
- Contribute to the development and enhancement of institutional policies, systems, and processes to support compliance and performance.

### **Key Skills and Qualifications**

- **Educational Background:** A degree or equivalent in Education, Business Administration, or a related field e.g. BBA / MBA.
- **Analytical Skills:** Ability to analyse data, identify trends, and develop strategies to improve performance.
- **Technical Proficiency:** Familiarity with academic management systems (e.g., Academia) and strong proficiency in Microsoft Office tools.
- **Communication:** Excellent written and verbal communication skills; ability to engage effectively with diverse stakeholders.
- **Organisational Skills:** Strong ability to multitask, prioritize, and maintain attention to detail in a fast-paced environment.
- **Team Player:** Collaborative, approachable, and able to work effectively across departments.

### **Desirable Attributes:**

- Previous experience in a college or academic environment.
- Familiarity with student information systems or Academia platforms.
- Knowledge of multiple languages is a plus.