JOB OPPORTUNITIES AT MAPS COLLEGE

POST: **STUDENT SERVICE EXECUTIVE (Full time)**

TIMING: **EVENING SHIFT (3PM – 11PM)**

SCOPE OF WORK:

- Prepare and manage attendance and payment reports, as well as other relevant documents for assigned academic courses. Ensure students are informed in a timely manner.
- Collect student payments during your shift, record them accurately, and handle payments in compliance with the institute's rules and regulations.
- Assist in the teaching-learning process by supporting tutors with tasks such as classroom arrangements, photocopying & printing, and ensuring that necessary equipment is functional.
- Update and maintain student data and documents.
- Attend to requests from staff, tutors, and visitors while on duty, aiding or directing them to the appropriate person for further inquiries.

Requirements:

- Minimum A 'Level completed.
- Competent use of MS Office programs.
- Good command of written and spoken Dhivehi and English.
- Team player with strong communication skills.
- Work experience in an administrative related field will be an added advantage

REMUNERATION: **MVR 9,000 / month**

TO APPLY: email us your CVs and relevant documents to hr@maps.edu.mv.

CONTACT: 960 302-8170 for further clarification.

DEADLINE FOR APPLICATIONS: **5pm / 2 December 2026**

Special Note: *Only short-listed candidates will be contacted for interviews.*
This position is open exclusively to Maldivians and Maldivian candidates currently based in the Maldives.

MAPS COLLEGE
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