



Career Opportunity

SINU seeks to recruit a senior administrator of University's student services

Title	Principal Student Services Officer
Institute/Department	Office of Pro-Vice Chancellor (Academic)
Reports to	University Academic Registrar
Location/Campus	Kukum Campus

Position Responsibilities

The primary responsibilities of the appointee are to be carry out all work relating to student services. These include (a) preparation of materials for dissemination to potential students of SINU, (b) accept and process all applications, (c) carry out admissions and enrolments of students, (d) carry out all work relating to student graduations, (e) be responsible for all student records in hardcopy as well as student (electronic) database in the area of responsibilities, (f) student space management (including timetabling) and (g) handle all grievances relating to student life (other than those relating to their assessments and exams).

This position reports to the University Academic Registrar. A core team of student affairs officers and assistants report to the PSAO.

Minimum Qualification and Experience Requirements:

- A Masters degree in a field of study which emphasizes quantitative analysis and logical thinking with a minimum of 6 years of work experience at an officer level or above in an academic setting, or a minimum of 3 years of work experience as an academic or a researcher at a University.
- In exceptional circumstances, applicants who do not have a Masters degree, but have at least 10 years of demonstrated high quality academic administration experience, or at least 10 years of hands-on experience in handling senior students in large educational institutions or departments, may be considered.
- In exceptional circumstances also, applicants who do not meet the Masters degree requirement, but have at least 3 years of good quality demonstrated experience with IT-based student management systems (including digitalization of student services processes), and who have a passion for empowering student entry and learning in a dual sector (Higher Education and TVET) University setting, may be considered,
- People with teaching experiences at a University are strongly encouraged to apply for this position.

Other essential requirements are: Ability to work under pressure; demonstrated experience in rapid turnaround of high quality documents; work discipline with no room for tardiness; ability to work long hours and in the weekends or public holidays with demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); excellent IT skills, and excellent written and verbal communication skills.

Desirable: Possession of a valid driving license would be desirable.

Remuneration: A total annual remuneration including salary and gratuity in the General Support Services Principal Officer grade of \$106,175 - \$132,632 is payable to the appointee.

Applications: Applications clearly addressing each aspect of the Position Responsibilities given above, and the qualification and experience requirements, are to be sent by **21 September 2020** to: sinu.recruitment@sinu.edu.sb