Vacancy

Title	Data & Records Officer
Faculty/School	Centre for Distance Flexible Learning
Grade/Band	G3.1
Category	Administration & Management
Reports to	Vice Chancellor through Head of Department/School and Dean of Faculty
Location/Campus	Honiara
Summary of Duties	The Data Records Officer will be responsible for ensuring that the information is entered into the system in a timely and effective manner, while ensuring highest degree of data entry accuracy.

Detailed Roles & Responsibilities	
Key Task	• Performs day-to-day administrative functions and general office duties including but not limited to word processing, copying, filing, answering phones and data entry. • Maintain and update records for all aspects of student data and management information records. • Verify accuracy on all student application and registration forms submitted. • Verify accuracy on students' registration forms before they are entered on SINU TECH 1 Management System and DFL Local Database. • Enter fees, receipts, changes and other input into the computer. • Keep current on informational changes in fee payment procedures. • Separate fee receipts and counter copies and arrange them according to date and program prior to inputting data onto computer. • Prepare and process student fee statements prior to mailing and issuing. • Completes the computer data back-up on a daily basis. • Maintain student records on soft and hard copies. • Ability to meet or exceed Service Excellence Standards of SINU. • Performs all duties in support of successful Administrative tasks implementation in terms of student data management. • Performs other related duties as required.
Dimensions	**Problem solving and impact** • To contribute to decisions made on the student enrolment, registration and academic results and processes. • Verify accuracy on all student application and registration forms submitted • Separate fee receipts and counter copies and arrange them according to date and program prior to inputting data onto computer. • Completes the computer data back-up on a daily basis. **Resource management** • To maintain student records on soft and hard copies. • To prepare and process student fee statements prior to mailing and issuing. • Maintain and update records for all aspects of student data and management information records. **Working Environment** • To balance the competing pressures knowledge transfer, administrative demands and deadlines. • To skillfully work cross divisions and functions in the resolution of student assessments and results • To keep current on information changes in fee payments procedures • To encourage a healthy working environment based on positive PR with the students and fellow colleagues • Understands the importance of maintaining confidentiality; able to maintain confidentiality under SINU standards.

Measures of Effectiveness	- Term and Trimester reporting of student academic performance, withdrawals, retention rate, fees, charges and refunds - Liaise with students and school tutors on students' marks and registration reporting.
Minimum Qualifications	- To be considered for this position, applicants must have a must have a minimum diploma or certificate graduate in Office Administration or Secretarial studies. - Minimum of 2 years' experience in a data entry capacity.
Experience	**Essential:** - Must have the ability to exercise a high degree of diplomacy and tact; excellent customer services skills. - Must be highly flexible; able to accommodate changing needs of the department. - Ideal candidate is highly accurate, detailed oriented, and has strong follow-up. - Able to handle repetitive tasks well as part of daily routine. **Desirable:** - Willingness to work after hours, if requires - Experience of collaboration with University and industry colleagues - Be on time for work - Experience in an educational institution would be an asset - Excellent working knowledge in Microsoft Office. - Computer literate with the ability to quickly learn new systems - Typing speed of 45 words per minute - Must be a self-starter, motivated and have the ability to multi-task. - Working knowledge of Microsoft Access is an asset - Good working knowledge of computerized data management systems and community - Ability to understand and follow instructions.
Restriction	This position is reserved for nationals of Solomon Islands. Only in situations where there is a demonstrated need for tutoring support, and where national of Solomon Islands with the MQRs are unavailable, would the University hire non-nationals.
Term	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.