



### Vacancy

Title	Coordinator (Assessments & Progressions)
Faculty/School/Department	Student Academic Service
Category	Academic
Stream	Assessments & Progressions
Reports to	Pro Vice Chancellor Academic through Head of Department/School and Dean of Faculty
Location/Campus	Honiara
Summary of Duties	The successful applicant will manage the development and implementation of a Comprehensive program of assessment for the purpose of institutional improvements in Accordance with accreditation requirements in support of institutional effectiveness.
<b>Detailed Roles &amp; Responsibilities</b>	
Academic Assessment	The Assessment Coordinator must work with the established committees, faculty, staff and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels.
Analysis of Assessment	The assessment coordinator will provide ongoing support for assessment activities, assist with the analysis of assessment methods and results and report such results to both internal and External stakeholders.
Evaluation & dissemination	The Assessment Coordinator will coordinate the collection, Evaluation, and dissemination of all academic, support, and administrative units.

Completion of Program	<ul style="list-style-type: none"> <li>• Facilitate with the assessment of students application for completion of programs in line with University program policies and regulations.</li> <li>• Assist in the cross-checking of the graduation list</li> <li>• Facilitate in the cleaning up of academic histories</li> </ul>
Result	<ul style="list-style-type: none"> <li>• Ensure that all results are received, entered, checked, and rolled into history on SINU SMS.</li> <li>• Also responsible for the follow-up of incomplete results and all the issues coming up after the release of results.</li> </ul>
Assessment of Academic student Progress.	<ul style="list-style-type: none"> <li>• Responsible for the annual assessment of students' performance and the communication of decisions arising out of the assessment to all stakeholders.</li> </ul>
Cross credits	<ul style="list-style-type: none"> <li>• Monitor that all cross-credit applications are processed and applicants informed of decisions within the agreed turnaround times.</li> </ul>
Final Semester Reports	<ul style="list-style-type: none"> <li>• Monitor that Schools and Institutes provide Final Semester reports, and that the Student Officer Completions receives them, compiles and emails them to the Sponsors.</li> </ul>
People Management and Teamwork	<ul style="list-style-type: none"> <li>• To assist with the management of the section in the absence of the manager.</li> </ul>
Minimum Qualification Requirement	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> </ul>

	<p>senior students in large educational institutions or departments, may be considered.</p> <ul style="list-style-type: none"> <li>• 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,</li> <li>• People with teaching experiences at a University are strongly encouraged to apply for this position.</li> </ul>
Desirable Attributes	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> <li>• Work experiences and a demonstrated experience in dealing with socio-cultural and political diversities.</li> </ul>
Term	<p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>