

JOB DESCRIPTION

Title	Admission & Enrolment Officer
Institute/Department	Centre for Distance Flexible Learning
Reports to	Coordinator LCS
Location/Campus	Panatina DFL

Summary

This position is responsible for coordinating the processes required to accomplish admission of students of the Solomon Islands National University Distance Flexible Learning Centre each term of an academic year.

To ensure that the services rendered to students are of quality, and to address issues that concern students' academic wellbeing at the University.

To ensure that the goals and objectives of the Academic Office is achieved through quick and timely response to student enquiries.

Main roles and duties

- Responsible for the day-to-day administration of the **admissions process** – issuing, receiving and recording all application forms
- Responsible for the termly administration of the **enrolment process**.
- Responsible for daily, monthly and termly update of the admission data base and records.
- Responsible for providing the Data Record Officer final and accurate enrolment data
- Responsible for providing daily and termly admission and enrolment data to the DFL management
- Responsible for providing applicant's data to the SINUDFL selection committee or management - particularly the selection of students into SINUDFL
- To assist the LCS Coordinator in planning, organizing and supervising the termly registration process.
- To assist the LCS coordinator and campus tutor in planning orientation of new students
- Responsible for providing student enrollment data in respect of new and on-going students as and when required the Manager DFL and Senior Management of DFL.
- To assist the LCS Coordinator in the supervision of the Admission & Enrolment team
- To assist with the review and improvement of Admission & Enrolment processes of Distance and Flexible Learning.
- Responsible for termly and yearly preparation of Admission and Enrolment Data and statistics reports for DFL
- Assist with the establishment of termly and annual admission & enrolment statistics reports for DFL
- Responsible in ensuring the proper archiving of student records
- Responsible to ensure the integrity of student data in the DRO
- Responsible for all required checks on student data
- Assist with the review and improvement of the selection process in the student Academic Services

Dimension

Business planning, reporting and management

- Responsible for the preparation of Admission and Enrolment Data reports for each Term and yearly reports
- Responsible for the planning of business component processes for DFL Admission and Enrolment.
- Responsible for the day to day management of the Admission & Enrolment Section

Quality Assurance and customer satisfaction

- Responsible for all quality assurance matters with the Admission & Enrolment processes
- Ensure customer satisfactions in all services provided by the Admission & Enrolment section
- People Management and team work
- Responsible for the Admission and Enrolment Team and its processes.

Initiative

- To undertake any other duties and responsibilities, that may be determined by the DFL Management from time to time.
- Must be a self-starter
- Must be an achiever
- Good planner

Decision making authorities

- Provision of advice to staff on Human Resource Management procedures and policy
- Assist officer on matter arising in the department.

Minimum Qualification Requirement:

Diploma in Secretarial Studies plus 3 + years of relevant experiences in similar job or a Cert with 5 + yeas of work experience.

Other Requirements:

- Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

Experience

Essential:

- A diploma with 3+ years of relevant experiences in similar job or a Certificate with 5+ years of work experience.
- Understanding of, and experience in Monitoring, Evaluation and Communication;

Desirable:

- Be on time for work
- Efficiency;
- Honest and reliable;
- Can work after hours and during weekends when required;
- Strong PC skills and expertise in MS Office applications;
- Willing to learn;
- High attention to detail;
- Ability to prioritize, schedule and meet deadlines;
- Work both independently and within a team;

Ability to work effectively in a fast-paced, dynamic team;

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.