



Career Opportunity

Title	HR 37/2022— Assistant Student Officer (Admission)
Division/ Department	Student Academic Services (SAS Office)
Location/Campus	Kukum

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A Diploma of Business Administration.

Experience

- At least 3 years of administrative working experience in a similar working environment.
- Well-written and oral communication and interpersonal skills.
- Ability to provide, and a strong commitment to effective and timely client service
- Have demonstrated the ability to work under minimum supervision and meet deadlines.
- Demonstrated ability to deal with tact and confidentiality and highly sensitive issues.
- Have good office organizational management and administrative skills.
- Be a team player and have the ability to work in teams.
- Have good skills in the use of computer applications.
- Be punctual for work.
- Maintain a high level of responsiveness to students' needs.

Please see job description for more information.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/>

OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: May 9th 2022 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to recruitment@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**