

## JOB DESCRIPTION

<b>Title</b>	Coordinator ( Admission & Enrolment )
<b>Institute/Department</b>	Student Academic Service
<b>Reports to</b>	Principal Academic Student Officer (PASO)
<b>Location/Campus</b>	Kukum Campus

### Summary

This position is responsible for providing the overall day-to-day management of the Admission and Enrolment Unit, Flexi-school & Exchange Programs, and the management of the Admission and Enrolment in line with the Student Management System (SMS).

### Roles and responsibilities of Secretary

#### ADMISSIONS

Ensure that Admissions are efficiently implemented at all SINU campuses as per Student Management System

- To put Key timelines in place
- To oversee the admission process
- Timely update of Admissions documents
- Timely dissemination of admission information including advertising, offer letters, advice to stakeholders
- Responsible for the issue of offer letters as approved by the Admissions Board
- Close monitoring of SINU admissions procedures to ensure compliance
- Carry out essential audits
- To provide Monthly updates to the SAS Management during its monthly meetings.
- To provide Semester reports
- To assist review and improving the admission process as and when required

#### ENROLMENTS

Ensure all students who have been admitted are properly counselled and registered for Units in their Courses and that all relevant Enrolment information is communicated in a timely fashion. to all stakeholders

- Work within SINU policies, regulations and SAS procedures for registration
- To oversee the Registration process each semester.
- Timely advertisements and communication of information relating to registration to all stakeholders
- Close monitoring of SINU registration procedures
- Achieve timelines and outputs
- Provide Student Enrolment data in respect of new and continuing students as and when required by the Manager and schools.

#### ACADEMIC COUNSELING

Ensure that academic counselling is planned and conducted within designated timelines

- Inform and update academic staff and other stakeholders about counselling requirements and schedule
- Overall supervision of the academic counselling at SINU campuses.

- Counselling staff provides correct academic advice on course and course requirements to students.
- Assist Manager Student Academic Services in the set-up of and management of the late counselling and registration process.

#### ONLINE ADMISSION & ENROLMENT

As and when online facilities are available ensure that online Admissions and Enrollment are completed for all students studying at SINU.

- Continuously monitor the updating of new and approved Units/courses on SINU Production Database in liaison with SMS Course Admin and Data section
- Work closely with the Technical Team to ensure the setup of the online admission and enrolment is completed on time
- Audit and verify the list of courses and modes; each semester/trimester/block/term before registration.
- Liaise closely with Manager and Coordinator SMS Course Admin & data and ICT staff for all online issues affecting online admission and Enrolments
- Overall supervision of online registration and Information Sessions for all students during the designated timeline

#### FLEXI SCHOOL

Assist Schools and Campuses in ensuring that Flexi school is conducted according to current regulations

- Update the stakeholders on any new procedures regarding Flexi schools
- Closely monitor the conduct of Flexi-school at SINU
- Closely monitor the adherence to Flexi - school procedures
- Review process

#### COMMUNICATION

Quick and timely response to enquiries

- Provide regular updates to students/staff through appropriate mediums of communication
- Contribute to content of University publications for prospective and current students
- Follow up on outstanding queries until resolved

#### STUDY PERMITS

- Ensure that all non-Solomon Island students receive their study permits by providing an indemnity letter to the Immigration department in liaison with the coordinator of campus life.
- Ensure timely and consistent dissemination of information on visa requirements to all new and continuing students, sponsors, and campuses in liaison with the coordinator of campus Life
- Facilitate amicable working relationship with S. I. Immigration department,

#### PEOPLE MANAGEMENT AND TEAMWORK

- To take a proactive approach to continuous improvement and development of the work teams in the areas of responsibilities
- To support the Manager in identifying the professional development needs of staff.
- Secretary to Graduation Committee

#### BUSINESS PLANNING, REPORTING AND MANAGEMENT

- To assist in the business planning process
- To assist with the Division's quarterly and annual reports

## QUALITY ASSURANCE AND CUSTOMER SATISFACTION

- Monitor students' withdrawal, deferment & re-enrolments in consultation with appropriate sections
- Liaise with schools/institutes on academic matters.
- To assist in the quality assurance audit.

## INITIATIVE

- To undertake any other duties and responsibilities that may be determined by the manager from time to time.

## **Minimum Qualification Requirement**

- A master's or postgraduate qualification or a minimum of a Bachelor's degree in a relevant discipline and equivalent level of expertise gained from a combination of experience, training or professional accreditation.

## **Experience**

### **ESSENTIAL TO THE POSITION:**

- At least 3 years of administrative working experience, preferably in a tertiary institution
- Ability to manage staff to increase their job knowledge and optimize performance.
- Well-written and oral communication and interpersonal skills.
- Ability to provide and a strong commitment to effective and timely client service.
- Able to work under minimum supervision and meet deadlines.
- Demonstrated ability to deal with tact and confidentiality and highly sensitive issues.
- Have good organizational management and administrative skills.
- Be a team player.
- Have good skills in the use of computer applications.
- Be on time for work.
- Experience and competency in MS Word and MS Excel and Student Management Systems
- Experience in planning, implementing and monitoring quality customer services

**Desirable for the position:**

- Willing to work after hours to complete tasks.
- Have demonstrated the ability to work under minimum supervision and meet deadlines.
- Demonstrated ability to deal with tact and confidentiality in highly sensitive issues.
- Have good office organizational management and administrative skills.
- Be a team player.
- Have good skills in the use of computer applications.
- Be on time for work.

**Terms and Conditions**

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