

## JOB DESCRIPTION

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

### Summary

- To assist with the responsibility of coordinating the processes required to accomplish admission and Enrolment of students of the Solomon Islands National University each 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 are achieved through quick and timely responses to student enquiries.

### Roles and responsibilities of Secretary

#### Administration

- Assist with the Responsible for the supervision of the Admission & Enrolment team.
- Assist with the admissions process, particularly the selection of students into SINU
- Assist the coordinator with the Enrolment process each semester
- Responsible for the orientation of new students
- Provide student enrollment data in respect of new and ongoing students as and when required to the Manager SAS, Senior Management and Schools.
- To assist with the review and improvement of Admission & Enrolment processes in the Student Academic Services office.
- Assist with the establishment of semester admission & enrolment statistics reports for the division
- Responsible for the office's program to ensure the proper archiving of student records
- Assist to ensure the integrity of student data in the SMS
- Assist with required checks on student data in SMS
- Assist with the review and improvement of the selection process in the Student Academic Services

#### Business planning, reporting and management

- Responsible for the preparation of Admission and Enrolment Data reports for each semester and yearly reports by the SAS Division
- Assist with the planning of business component processes for the Admission and Enrolment section in the SMS

#### Quality Assurance and customer satisfaction

- Assist with all quality assurance matters with the Admission & Enrolment processes
- Ensure customer satisfaction in all services provided by the Admission & Enrolment section

#### People Management and teamwork

- Assist the Coordinator in overseeing the Admission and Enrolment Team and its processes.

### Initiative

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

### **Problem solving and impact**

- Ensure an established check system for all student data input to meet a high standard of accuracy.

### **Resource management**

- To contribute to the overall management of the department in areas such as budget maintenance and strategic business planning.
- To contribute to the management of quality, audit and other external assessments.

### **Working Environment**

- Assist in the management of staff and the work of the Admission & Enrolment Team.
- To take responsibility for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- To engage in continuous professional development.

To understand and apply the principles of equality of opportunity in an academic context.

### **Minimum Qualification Requirement**

- Degree or diploma in Management/Public Administration and Information Systems or a recognized related discipline.

### **Experience**

#### **Essential to the position:**

- Minimum of 3 years of work experience in administration in a related environment
- Sound knowledge and experience in working with a student management system
- Proven ability to manage staff to increase their job knowledge and optimize performance
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- Well written and oral communication and interpersonal skills.
- Ability to provide and a strong commitment to effective and timely client service.
- Maintain a high level of responsiveness to student needs.

**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.