

## JOB DESCRIPTION

<b>Title</b>	Student Officer (Assessment & Progression)
<b>Institute/Department</b>	Student Academic Service
<b>Reports to</b>	Coordinator (Assessment & Progression )
<b>Location/Campus</b>	Kukum Campus

### Summary

The Student Officer (Assessment & Progression) is the custodian of students' progressive academic records. The position holder is responsible for the integrity of academic records and is the custodian of students' academic records; Progressive Results, Transcripts, Certificates & Testamur, completion of courses and Assessment of students' Academic Progress.

### Roles and responsibilities of Secretary

- Progressive Students' results
    - Uploading Senate vetted results into SMS
    - Authorized in SMS to make changes (insert, change – raised or lowered) to students' grades only the following endorsement by Faculties' Examination Boards.
    - Insert or amends grades in SMS only the following endorsement by Faculties Examination Boards through the processes of Special considerations (award of an aegrotat pass, compassionate pass, or sitting of special examination), Pass-termination, Reconsideration of Assessment & Unit grades and Appeals.
  
  - Transcripts, Certificates & Testamur
    - Printing and issuing of progressive transcripts
    - Printing and issuing of Testamur and Certificates
    - Managing SINU's Record Book of the issue of Testamur and Certificates
    - Re-printing and re-issuing of replacement Testamur and Certificate
    - Managing SINU's Record Book of the issue of a replacement certificate.
  
  - Completion of Courses
    - Managing student registry/applications for graduating
    - Assist as directed in the assessment of students' applications for completion of courses.
    - Assist with the establishment of graduation lists and issuing of the same to key stakeholders in SINU.
    - Liaise with Finance Division in matters relating to fees of graduating students.
  
  - Assessment of student academic progress
    - Annual assessment of students' performances, and communication of the recommendations to stakeholders.
  
  - Credit Transfer, Recognition of Prior Learning and Recognition of Current Competencies
    - Assist with credit transfer, recognition of Prior Learning and Recognition of Current Competencies within the agreed turnaround time.
    - Assist with the assessment of cross-credit applications to ensure awards are aligned to SINU policies and regulations.
  
  - Creativity and Innovation
-

- Assist the Coordinator (Assessment) in ensuring that all assessment processes are administered professionally and on time.
  
  - Initiative
    - Provide support to key tasks of the Academic Services.
    - Perform any other duties required by the Coordinator from time to time.
    - Develop a checklist and procedural manuals for daily tasks within Assessment Unit.
- 

### **Problem solving and impact**

- Assist students with checking results and answering queries.

### **Working Environment**

- Be responsible for conducting risk assessments and reducing hazards (depending on the area of work and level of training received).
- Engage in continuous professional development.
- Understand and apply principles of equality of opportunity.

### **Minimum Qualification Requirement**

#### *Educational Qualification*

The appointee must have a relevant Bachelor's degree in a relevant discipline OR equivalent level of expertise gained from a combination of experience, training or professional accreditation.

### **Experience**

#### *Experience*

The appointee must have:

- at least five years of administrative working experience, preferably in a tertiary institution
- experience in facilitating customer services
- experience in carrying out multiple activities within tight deadlines

#### *Skills*

The appointee must have:

- very good organizational skills
- a strong customer service orientation
- excellent oral and written English language skills
- experience and competency in MS Word and MS Excel
- Have some adequate knowledge of systems
- very good interpersonal skills

### *Personal Qualities*

The appointee must be:

- self-motivated
- a team player
- change-oriented
- has strong attention to detail
- results-focused
- committed to the organization

### **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.