

JOB DESCRIPTION

Title	Coordinator (SMS Course Administration & Data)
Institute/Department	Student Academic Service
Reports to	Principal Academic Student Officer (PASO) & Principal Student Services Officer (PSSO)
Location/Campus	Kukum Campus

Summary

This Coordinator – SMS Course administration and Data is responsible for providing the overall day-to-day management of the SMS Course Administration and Data section within the Student Academic Services. The position is also responsible for the management of the day to day activities of the SMS Course Administration and Data section in line with the Student Management System (SMS)

Roles and responsibilities of Secretary

Administration

- Responsible for the day-to-day operations of the SMS Course Administration and Data section.
- To liaise with schools and Institutes on newly approved courses and units by the Senate
- To manage and supervise the SMS Course Administration and Data Team
- Responsible for the setup of all CSP transactions in the SMS
- Responsible for the establishment of all Course and Unit availability for each semester.
- Responsible for establishing all study package details in the SMS
- To be responsible for the establishment and maintenance of Study periods in each calendar year.
- Responsible for the establishment of the Study package structure for SINU approved courses by the Senate
- Responsible for the establishment of Study package availabilities for each semester
- Responsible for all Course structure and Planning Reports
- *Responsible for determining student numbers for graduation gown orders by Secretariat*
- Develop procedures and processes to support the management of course data in the Student Information system.
- Organize student records for ease of data input into the student management system
- Develop system enhancements in conjunction with the needs of Student Academic Services and its system users.
- Ensures that all accessories and supplies for the work of the SMS Course Admin & Data are available
- Ensure that the entry and update of all new and current Course and Unit data on the SMS are correct, timely and complete
- Manage the data scrubbing activities for courses, units and students' data at SINU each semester.
- Respond to enquiries and advise staff, students and the general public appropriately about the course, and student information
- Support other Sections in other key activities and processes relating to students and course data

Business planning, reporting and management

- Responsible for the preparation of SMS Course Administration and Data Section reports for each semester and yearly reports
- Responsible for the planning of business component processes for SMS Course Administration and Data Section in the SMS
- Responsible for the day-to-day management of the SMS Course Administration and Data Section.

Quality Assurance and customer satisfaction

- Ensure that the entry and update of all new and current SINU courses, units and student data on the SMS are correct, timely and complete.
- Generally, oversee and supervise all curriculum data input.
- Responsible for Data integrity in the SMS Course Administration and Data Section.
- Ensure an established check system for all course/unit data input to meet a high standard of accuracy.
- Responsible for all quality assurance matters of the section.
- Ensure customer satisfaction in all services provided by the Admission & Enrolment section

People Management and teamwork.

- Manage the staff and the work of the SMS Course Administration and Data team

Initiative

- Perform any other duties required by the Manager SAS from time to time.

Problem solving and impact

- Ensure an established check system for all curriculum data input to meet a high standard of accuracy.
- Ensure that the entry and update of all new and current SINU courses, units and student data on the SMS are correct, timely and complete.

Resource management

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

Working Environment

- 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.

Decision making Authority

- Determine the information that is required to compile the Student's handbook.
- How much will be required to do the task.

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:

- Sound knowledge of database and student records management.
- 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.

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.