



Career Opportunity

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| Title | HR 42/2022 — Student Assistant (Student Records) |
| Division/ Department | Student Academic Services (SAS Office) |
| Location/Campus | Kukum |

Minimum Qualification and Experience Requirements:

A Diploma of management/ public administration or Certificate in Business with relevant experience.

Experience

Essential to the position:

- A minimum of 3-5 years of work experience in a similar working environment.
- Proven ability in undertaking administration activities, particularly with student queries.
- 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.

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**