

JOB DESCRIPTION

Title	Student Assistant (Student Records)
Institute/Department	Student Academic Service
Reports to	Student Officer (Student Data)
Location/Campus	Kukum Campus

Summary

- To ensure that the services rendered to students are of quality, and to address issues that concern students' academic well-being 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

- Create new files for newly registered students.
- Organize student records for ease of data input into the student management system (SINU/TECH One)
- Responsible for the updating of all student records and ensuring records are up to date in the student management system
- Assist with data input of prospective student candidates applying to study at SINU for the first time.
- Assist with data processing of student lists for selections
- Assist with archiving of student records for ease of access and retrieval.
- Ensure that all student filing cabinets are appropriately labelled for ease of access to student records.

Creativity and Innovation

- Assist with all team efforts to oversee processes such as graduations, selections, and registrations of students at the Student Academic Services

Initiative

- Perform any other duties required by the Coordinator – SMS Course Administration and the Manager Student Academic Services from time to time.

Problem solving and impact

- Ensure that all student filing cabinets are appropriately labelled for ease of access to student records.

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.

Minimum Qualification Requirement

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.
- Be a team player and have the ability to work in teams.
- Have good skills in the use of computer applications.
- Maintain a high level of responsiveness to student needs.
- 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.