

JOB DESCRIPTION

Title	Student Officer (Student Data)
Institute/Department	Student Academic Service
Reports to	Coordinator (SMS Course Administration and Data)
Location/Campus	Kukum Campus

Summary

- To assist with the day-to-day administration of the SMS Course Administration and Data Section.
- To assist with the establishment of Course structures for each semester.
- To assist with the establishment of Course and Unit availabilities for each semester.
- To facilitate the effective and efficient running of the SMS Course Administration and Data Section by providing quality services to customers.
- To assist with effectively administering the SMS for prompt information delivery to customers.

Roles and responsibilities of Secretary

Administration

- Liaise with schools and Institutes on newly approved courses and units by the Senate
- Assist with the setup of all CSP transactions in the SMS
- Assist with the establishment of all Course and Unit availability for each semester.
- Responsible for maintaining all study package details in the SMS
- Responsible for maintenance of Study periods in each calendar year.
- Responsible for maintaining the Study package structure for SINU approved courses by the Senate
- Responsible for maintaining Study package availabilities for each semester
- Assist with the Course structure and Planning Reports

Business planning, reporting and management

- Assist with the preparation of SMS Course Administration and Data Section reports for each semester and yearly reports
- Assist with the planning of business component processes for SMS Course Administration and Data Section in the SMS

Quality Assurance and customer satisfaction

- Assist with all SMS curriculum data input.
- Ensure Data integrity in the SMS Course Administration and Data Section.
- Ensure customer satisfaction in all services provided by the section

Initiative

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

Problem solving and impact

- Ensure a thorough check system for all curriculum data input to meet a high standard of accuracy.

Resource management

- To assist with the overall management of the department in areas such as budget submission and business planning.

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 Bachelor Degree from a recognized Institution with relevant experience or a relevant Diploma with not less than five years' experience in an Institutional setting.

Experience

Essential to the position:

- Sound knowledge of database and student records management.
- Demonstrated ability to investigate and evaluate IT and administrative systems and to contribute to the development of appropriate policies and procedures in the academic office.
- 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.