



**JD FORM 2 - JOB DESCRIPTION**

**SECTION A – POSITION DETAILS**

**ORGANIZATION/INSTITUTION/OFFICE:** SOLOMON ISLANDS NATIONAL UNIVERSITY

**FACULTY/DEPARTMENT:** STUDENT ACADEMIC SERVICES (SAS)

**DUTY STATION:** HONIARA

**POSITION NUMBER (HRMIS):** XXXXX      **UNIVERSITY VACANCY REF:** HR 15/2026

**POSITION TITLE:** COORDINATOR (ADMISSION & ENROLMENT)

**POSITION LEVEL:** BAND 2      **SALARY RANGE:** \$ 71,172.26 - \$95,698.65

**THIS POSITION REPORTS TO:** PRINCIPAL ACADEMIC STUDENT OFFICER (PASO)

**THIS POSITION SUPERVISES:**

**EMPLOYMENT TYPE:** CONTRACT

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

**SECTION B-LIAISONS**

**INTERNAL:** FACULTIES, ICT DEPARTMENT, FINANCE DEPARTMENT, SINUSA

**EXTERNAL:**

**1. SECTION C - SCOPE OF DUTIES**

This position is responsible for providing the overall day-to-day management of the Admission and Enrolment Unit, Flexi-school & Exchange Programs, and the management of the Admission and Enrolment in line with the Student Management System (SMS).

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## **2. SECTION D- KEY DUTIES AND RESPONSIBILITIES**

### **2.1 ADMISSIONS**

- To put Key timelines in place
- To oversee the admission process
- Timely update of Admissions documents
- Timely dissemination of admission information, including advertising, offer letters, and advice to stakeholders
- Responsible for the issue of offer letters as approved by the Admissions Board
- Close monitoring of SINU admissions procedures to ensure compliance
- Carry out essential audits
- To provide Monthly updates to the SAS Management during its monthly meetings.
- To provide Semester reports
- To assist in reviewing and improving the admission process as and when required

### **2.2 ENROLMENTS**

- Work within SINU policies, regulations and SAS procedures for registration
- To oversee the Registration process each semester.
- Timely advertisements and communication of information relating to registration to all stakeholders
- Close monitoring of SINU registration procedures
- Achieve timelines and outputs
- Provide Student Enrolment data in respect of new and continuing students as and when required by the Manager and schools.

### **2.3 ACADEMIC COUNSELING**

- Inform and update academic staff and other stakeholders about counselling requirements and schedule
- Regular supervision of the academic counselling at SINU campuses.
- Counselling staff provide correct academic advice on courses and course requirements to students.
- Assist the Manager of Student Academic Services in the set-up and management of the late counselling and registration process.

### **2.4 ONLINE ADMISSION & ENROLMENT**

- Continuously monitor the updating of new and approved Units/courses on SINU
  - Production Database in liaison with SMS Course Admin and Data section
  - Work closely with the Technical Team to ensure the setup of the online admission and enrolment is completed on time
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- Audit and verify the list of courses and modes; each semester/trimester/block/term before registration.
- Liaise closely with the Manager and Coordinator SMS Course Admin & data and ICT staff for all online issues affecting online admission and Enrolments
- Overall supervision of online registration and Information Sessions for all students during the designated timeline

## **2.5 FLEXI SCHOOL**

- Update the stakeholders on any new procedures regarding Flexi schools
- Closely monitor the conduct of Flexi-school at SINU
- Closely monitor the adherence to Flexi - school procedures
- Review process

## **2.6 COMMUNICATION**

- Provide regular updates to students/staff through appropriate mediums of communication
- Contribute to the content of university publications for prospective and current students
- Follow up on outstanding queries until resolved

## **2.7 STUDY PERMITS**

- Ensure that all non-Solomon Island students receive their study permits by providing an indemnity letter to the Immigration department in liaison with the coordinator of campus life.
- Ensure timely and consistent dissemination of information on visa requirements to all new and continuing students, sponsors, and campuses in liaison with the coordinator of Campus Life
- Facilitate an amicable working relationship with the S.I. Immigration Department,

## **2.8 PEOPLE MANAGEMENT AND TEAMWORK**

- To take a proactive approach to continuous improvement and development of the work teams in the areas of responsibilities
- To support the Manager in identifying the professional development needs of staff.
- Secretary to the Graduation Committee

## **2.9 BUSINESS PLANNING, REPORTING AND MANAGEMENT**

- To assist in the business planning process
- To assist with the Division's quarterly and annual reports
- Prepare and submit progressive and quarterly reports to the Registrar on SAS operations, including assessment and progression matters, enrolment trends, compliance issues, risks, and recommendations for improvement

## **2.10 QUALITY ASSURANCE AND CUSTOMER SATISFACTION**

- Monitor students' withdrawal, deferment & re-enrolments in consultation with appropriate sections
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- Liaise with schools/institutes on academic matters.
- To assist in the quality assurance audit.

### **2.11. Coordinator Admission & Enrolment**

- Prepare and submit progressive and quarterly reports to the Registrar on admissions and enrolment operations, including application trends, enrolment statistics, compliance with admission policies, operational challenges, risks, and recommendations for improvement

## **3. SECTION E - KEY DELIVERABLES**

- Effective day-to-day management of the Admission and Enrolment Unit, ensuring smooth operations across all campuses.
- Successful coordination and administration of Admissions and Enrolment processes in full alignment with the Student Management System (SMS).
- Implementation and monitoring of key admission and enrolment timelines to meet institutional deadlines.
- Oversight of Flexi-school and Exchange Programs admissions, ensuring compliance with approved policies and procedures.
- Accurate maintenance, updating, and integrity of admission and enrolment data within the SMS.
- Timely dissemination of admission and enrolment information, including advertisements, offer letters, enrolment advice, and stakeholder communications.
- Compliance with institutional policies, admission regulations, and decisions of the Admissions Board.
- Effective coordination with faculties, campuses, and external stakeholders to support enrolment targets and student access.

## **4. SECTION F – QUALIFICATIONS AND CAPABILITIES**

### **4.1 Educational Background**

- 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.

### **4.2 Experience**

- At least 3 years of administrative working experience, preferably in a tertiary institution
  - Ability to manage staff to increase their job knowledge and optimise 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 minimal supervision and meet deadlines.
  - Demonstrated ability to deal with tact and confidentiality and highly sensitive issues.
  - Have good organisational management and administrative skills.
  - Be a team player.
  - Have good skills in the use of computer applications.
  - Be on time for work.
  - Experience and competency in MS Word, MS Excel and Student Management Systems
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- Experience in planning, implementing and monitoring quality customer services

## **SECTION G- KEY SELECTION CRITERIA**

Suitability for this position will be assessed against the following key selection criteria;

**KSC 1:** Demonstrated experience in managing university admissions and enrolment processes across multiple campuses in compliance with policies, timelines, and the Student Management System (SMS).

**KSC 2:** Proven ability to coordinate and oversee academic counselling, ensuring accurate advice and effective support during standard and late enrolment periods

**KSC 3:** Demonstrated experience in supervising online admission and enrolment systems, including course updates, data verification, audits, and collaboration with ICT and SMS teams.

**KSC 4:** Sound knowledge of academic regulations and quality assurance processes, with experience in compliance monitoring, audits, and preparation of regular reports.

**KSC 5:** Strong communication skills with the ability to provide timely, accurate information and respond effectively to enquiries from students, staff, and external stakeholders.

**KSC 6:** Demonstrated ability to work collaboratively, support staff development and continuous improvement, contribute to planning and committee work, and undertake additional duties as required.

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**SECTION H - TERMS AND CONDITIONS**

<b>Fortnightly Salary Range:</b>	\$2,7172.26 - \$3,680.71
<b>Annual Salary Range:</b>	\$71, 172.26 - \$95, 698.65
<b>Annual Leave Entitlement:</b>	20 Working days
<b>AnnQual Gratuity:</b>	15% of annual basic salary (paid biannually)
<b>Housing:</b>	A 15% housing allowance of basic salary and or access to university rental policy schemes
<b>Other Terms and Conditions of Service relevant to this position:</b>	As per the Contract and HR Policy

**SECTION H - APPROVAL (*Business use only*)**

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:*



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**Director Human Resource**

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**Date-Approved**

*Additional Comments:*