



Job description

Position Title	Admissions and Enrolment Officer
Faculty Department	Centre for Distance Flexible Learning
Reports to	LCS Coordinator
Position Level	Band 1(GSS)
Purpose Of the Role	This position is responsible for coordinating the processes required to accomplish admission of students of the Solomon Islands National University Distance Flexible Learning Centre each term of an academic year. 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 response to student enquiries.
Detailed Roles & Responsibilities	
Service	<ul style="list-style-type: none"> • Primary point of contact for students, applicants, and enrolled students, providing timely and accurate information regarding admission and enrolment procedures. • Administer the day-to-day operations of the admissions process, including issuing, receiving, and recording application forms. • Coordinate and support the planning and execution of orientation sessions for new students. • Respond promptly to inquiries from students, staff, and external partners related to admissions and enrolments. • Maintain and update admission and enrolment records, ensuring data accuracy and confidentiality.

Quality	<ul style="list-style-type: none"> • Compliance with university policies and external regulations throughout all admission and enrolment activities. • Prepare and analyse admission and enrolment data, generating reports for management • Conduct regular checks and audits of student records, ensuring proper archiving and data security.
Team Work	<ul style="list-style-type: none"> • Collaboratively with the Admissions and Enrolment team, providing supervision and support to team members. • Participate actively in team meetings. • Assist the LCS Coordinator and other colleagues in planning and organising registration and enrolment activities.
Qualification & Experience	<p>Bachelor's in Business Administration, Management, or a related field. 2-5 years of experience in admissions, enrolment management, or related roles and Monitoring, Evaluation and Communication;</p>
Key Deliverables	<ul style="list-style-type: none"> • Deliver timely reports for admission and enrolment • Accurate, up-to-date and reliable records of the enrolment database • Timely and accurate processing of all student applications and enrolment documentation. • Successful execution of orientation sessions for new students. • Compliance with university policies in all admission activities • Effective collaboration with academic departments to meet enrolment targeted goals
Key Selection Criteria (KSC)	<p>1. Experience</p> <ul style="list-style-type: none"> • Demonstrated in handling student data and using the students' information system <p>2. Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to interact with students, staff, and other stakeholders

	<p>3. Organisational and Administrative Skills</p> <ul style="list-style-type: none"> • Attention to detail and accuracy in data • Strong organisational skills <p>4. Teamwork & Collaboration</p> <ul style="list-style-type: none"> • Ability to work effectively as part of a team and support colleagues. <p>5. Technical Skills</p> <ul style="list-style-type: none"> • Ability to use relevant software • Adapt to new technologies
Compliance	<ul style="list-style-type: none"> • Adhere to SINU policies, OHS, and Code of Conduct • Support quality assurance and accreditation requirements
Terms and condition	<p>This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.</p> <p>Annual Salary Range: \$43,920.72 - \$68,447.11</p> <p>Annual Leave Entitlement: 20 working days</p> <p>Annual Gratuity: 15% of annual basic salary (paid biannually)</p> <p>Housing: A 15% housing allowance of basic salary and or access to university rental policy schemes</p>
	<p>SECTION H - APPROVAL (Business use only)</p> <p><i>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:</i></p>



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Director Human Resource

30th June 2026
Date-Approved

Additional Comments: