

Career Opportunity

Title	HR 45/2026 — Student Life Coordinator
Faculty/Department	Campus Life and Welfare Development
Reports to	Manager, Campus Life and Welfare Development
Location/Campus	Kukum Campus

Summary of Duties

The Student Life Coordinator is responsible for supporting student engagement, wellbeing and campus life by coordinating student activities, programs and events. The position provides student-centred support, promotes an inclusive and positive campus environment, assists with spiritual and ecumenical programs, and works collaboratively with university staff, student organisations and other stakeholders to enhance the overall student experience.

Key Responsibilities

The successful applicant will be responsible for:

- Coordinating student activities, programs, events and initiatives that promote student engagement and wellbeing.
- Providing professional, timely and empathetic support to students.
- Supporting student organisations, campus activities and university events.
- Assisting with spiritual and ecumenical programs in collaboration with the Chaplain and campus staff.
- Working collaboratively with university departments, student organisations and external stakeholders.
- Maintaining accurate records and reports on student activities and participation.
- Assisting with the management of resources, budgets and logistics for student programs.
- Providing feedback and recommendations to improve student support services.

Qualifications & Experience

Applicants should possess:

- A Bachelor's degree in Education, Psychology, Social Work or a relevant field.
- 2-3 years' experience in student affairs, student engagement, campus activities or a related field.
- Experience working with students in an educational or youth-focused environment.
- Experience planning, organising and coordinating events or programs.
- Strong interpersonal, communication and organisational skills.
- Experience providing quality customer service and supporting student needs.

Key Selection Criteria (KSC)

Applicants should demonstrate:

KSC 1: Relevant Experience

Demonstrated experience in student services, student engagement, student affairs, campus activities or related roles within an educational or youth-focused environment.

KSC 2: Communication and Interpersonal Skills

Excellent verbal and written communication skills, with demonstrated ability to actively listen, communicate with empathy and provide effective support to students.

KSC 3: Student Engagement and Program Coordination

Demonstrated ability to plan, organise and coordinate student activities, programs, events and initiatives that promote student engagement, wellbeing, inclusivity and personal development.

KSC 4: Teamwork and Collaboration

Proven ability to work collaboratively with university staff, students, student organisations and external stakeholders, and contribute effectively to broader university activities and initiatives.

KSC 5: Cultural Awareness and Problem-Solving

Strong cultural awareness and ability to work effectively with diverse groups, with demonstrated ability to respond appropriately to student needs, challenges and operational issues.

Remuneration and Benefits

- Annual Salary: SBD \$43,920.72 – \$68,447.11
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing : 15% housing allowance of basic salary or rental entitlements under the University Policy.
- Other Terms and Conditions of Service relevant to this position: As per Contract and SINU Policy.

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

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 Contact Safina Roger- Safina.Roger@sinu.edu.sb

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: 1st October 2026 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger- Safina.Roger@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