



Vacancy

Title	Student Assistant (Admissions & Enrolment)
Faculty/School/Department	Student Academic Service
Category	Academic
Stream	Admission/Enrollment
Reports to	Pro Vice Chancellor Academic through Head of Department/School and Dean of Faculty
Location/Campus	Honiara
Summary of Duties	The successful applicant will processes student application materials and facilitates admissions decisions. Communicates with applicants and current students throughout the application and admissions process.
Detailed Roles & Responsibilities	
Admission	<ul style="list-style-type: none"> • Receive and sort out Admission Forms according to Schools and Courses. • Do data entries for all Admission Forms submitted to SAS Office both hard copies and electronic copies in the SMS. • Assessed all the Admissions Forms individually according to the selection criteria's given by schools in the SMS. • Set Offer Letters in the SMS if students met the qualification requirements set by schools. • Issue Offer Letters upon request for those that met qualification requirements. • Assist the Student Officer
Enrolments	<ul style="list-style-type: none"> • Enroll all accepted students for SINU according to courses and schools. • Add and drop of units during enrolments. • Withdrawals of students within the time frame of withdrawals. • Change of programs according to referred cases by coordinators. • Make and send report of enrolled students to Schools.

Administration	<ul style="list-style-type: none"> Attend office meetings and take minutes during meetings. Assist the Administration team when upon request Jobs involved: Order of Office stationeries and raising of payments on invoice received. Assist in any general duties when requested by the Senior Admin Officer.
Staff Management and General duties	<ul style="list-style-type: none"> Remain an effective team player in the SAS Office. Assist the Data Officers (Part timers) on the SMS. Assist with the graduation preparations Assist with the general queries at the front counter.
Minimum Qualifications Requirement	<p>A Masters degree in a field of study which emphasizes quantitative analysis and logical thinking with a minimum of 6 years of work experience at an officer level or above in an academic setting, or a minimum of 3 years of work experience as an academic or a researcher at a University.</p> <ul style="list-style-type: none"> In exceptional circumstances, applicants who do not have a Masters degree, but have at least 10 years of demonstrated high quality academic administration experience, or at least 10 years of hands-on experience in handling senior students in large educational institutions or departments, may be considered. In exceptional circumstances also, applicants who do not meet the Masters degree requirement, but have at least 3 years of good quality demonstrated experience with IT-based student management systems (including digitalization of student services processes), and who have a passion for empowering student entry and learning in a dual sector (Higher Education and TVET) University setting, may be considered, People with teaching experiences at a University are strongly encouraged to apply for this position.
Desirable Attributes	<p>Preference will be given to applicants with:</p> <ul style="list-style-type: none"> Work experiences and a demonstrated experience in dealing with socio-cultural and political diversities.
Term	<p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>