



Career Opportunity

Title	HR 89/2021 – Student Assistant (Admissions & Enrolment)
Department	Student Academic Service
Reports to	Pro Vice Chancellor Academic through Head of Department/ School and Dean of Faculty
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- 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.
- 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

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the Human Resources Department email: sinu.recruitment@sinu.edu.sb or visit the SINU website: <https://www.sinu.edu.sb/hrd/job/>

Closing Date: July 2nd 2021 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to recruitment@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**