



Vacancy

Title	Student Assistant (Records& Data)
Faculty/School/Department	Student Academic Service
Category	Academic
Stream	Curriculum & Records
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 be responsible for assisting the Department with the management of hard copy and electronic Records.
Detailed Roles & Responsibilities	
Administration	<ul style="list-style-type: none"> • Assist in creation and maintenance of study packages (course). • Assist in creation and maintenance of study package availabilities (units). • Assist with establishment and maintenance of study package structures (course structure). • Assist with providing course structure and planning reports. • Assist with determining student numbers for graduation gown orders by Secretariat. • Assist with the creation of policies and training • Assist with data clean up to ensure data integrity for all study package, study package availabilities and study package structure. • Respond to enquiries and advise staff, students and general public appropriately about course and student information. • Support other sections in other key activities and processes relating to students and course data

creativity and Innovation	<ul style="list-style-type: none"> assist with all team efforts to oversee processes such as graduations, selections, and registrations of student at the Student Academic Services
Initiative	<ul style="list-style-type: none"> Perform any other duties required by the Coordinator – SMS Course Administration and the Manager Student Academic Services from time to time
Minimum Qualification	<ul style="list-style-type: none"> Bachelor 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.
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>