



**UNIVERSITY OF
ZULULAND**

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

**STUDENT ADMINISTRATION
ASSISTANT RECORDS OFFICER
REFERENCE NUMBER: 2023/10/RA65
GRADE 14**

Assist with the issuing of new and replacement student cards and all related duties as well as systematic management of hardcopy and electronic student records (receiving, categorization, filing, safekeeping, retrieving, off-site storage/archiving and disposal). Deals with and responds to enquiries regarding student cards and records.

KEY ACTIVITIES

- Handling of student card and records enquiries
- Issuing of student cards
- Assisting with safekeeping of student card supplies
- Students Records Administration
- Providing support on the use of the File Plan

MINIMUM REQUIREMENTS

- Matric (NQF 4), plus 3 years Office Admin experience
- Experience in Document and/or Records Management
- Experience in Scanning Student Records
- Experience in the administration of Registration Processes
- Minimum three (3) years relevant experience in a higher education environment.
- Valid Driver's license

OTHER REQUIREMENTS

Preferences/Advantages

- Knowledge of Student Records System (DataSTOR)
- Knowledge of Student Cards System

Knowledge

- General understanding of student records processes and procedures in higher education environment.
- Basic knowledge of ITS.

Skills

- Ability to communicate at all levels within the Institution.
- Computer Literacy.
- Effective verbal and written communication

Behavior / Attributes

- Team player
- Quality and service oriented
- Accountability
- Relationship management
- Results driven.

CLOSING DATE: 08 October 2023

To apply please log on to **PNET** (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.

The University reserves the right not to make an appointment in the position as advertised.

By applying for this: position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, identity number, banking details, address, resume' etc, may be used, distributed, handled or processed and or stored, for purposes of Recruitment and Selection process of the University.