



**UNIVERSITY OF
ZULULAND**

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

**STUDENT ADMINISTRATION
SENIOR RECORDS OFFICER-STUDENT CARDS
REFERENCE NUMBER: 2023/10/R001
GRADE 10**

Responsible for all duties relating to the issuing of new and replacement student cards ensuring that this function is executed in a well organised manner avoiding unnecessary delays and bottlenecks in the process. Proactively communicating with students on matters relating to the issuing of student cards and handling of all related enquiries. Ensure systematic management of hardcopy and electronic institutional and student records (receiving, categorization, filing, safekeeping, retrieving, off-site storage/archiving and disposal).

KEY ACTIVITIES

- Enquiries and Communication
- Processing of student card orders for equipment and consumables
- Issuing of student cards
- Students Records Administration
- Providing support on the use of the File Plan

MINIMUM REQUIREMENTS

- Advanced Diploma or Bachelor's Degree (NQF 7) or equivalent
- Experience in operating a Student Cards system
- Experience of Student Tertiary Software (ITS) and registration processes
- Experience in using Student Records System (DataSTOR) to manage student records
- Minimum two (3 years relevant experience in a higher education environment
- Valid Driver's license

OTHER REQUIREMENTS

Preferences/Advantages

- A good understanding of Procurement processes
- Understanding of registration processes

Knowledge

- Specialist knowledge of student records processes and procedures in higher education environment
- End-to-end process of managing a Student Cards Office

Skills

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

Behavior / Attributes

- Attention to Detail
- Quality and service oriented
- Accountability
- Team Player
- 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.