

VACANCY

ASSISTANT STUDENT COORDINATOR

**OFFICE OF THE VICE PRESIDENT REGIONAL CAMPUSES
(ESTATES & INFRASTRUCTURE)
USP, Tonga Campus– TCT026**

The Opportunity

The appointee will be responsible for the timely, accurate and complete processing of student requirements in support to the coordinator- Ha'apai Center who is responsible for the operation of the center. The incumbent will provide support to all teams and processes such as admission, registration, completion, examination, graduation and general administration which includes dispatching, inward mail, student records and scholarship. The appointee will be also providing support which involves compiling, collating paperwork, filing, receiving and sorting queries and forwarding to relevant staff for necessary action.

The Person We Seek

To be considered for this position, applicants must have: A Certificate in Management Studies or equivalent qualification or an equivalent level of expertise gained from a combination of experience, training or professional accreditation. At least 2-3 years of working experience in the administration support, preferably in a tertiary institution. Sound customer service skills. Ability to multi-task and work within tight deadlines. Excellent interpersonal skills, oral & written communication skills in Tongan and English, ability to provide immediate sound and accurate feedback, experience and competency in the use of MS Packages.

Preference will be given to applicants with very good organisational skills, integrity, self-motivated, strong attention to detail, a team player, results focused and committed to organisation.

Remuneration

The position is available for a term of 3 years and may be renewed by mutual agreement.

Salary Range: Grade II TOPS \$11, 575 to TOPS \$18, 726 per annum

Enquiries: Dr. Seu'ula Johansson-Fua; tel: (676) 29055;
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Candidates may use the University's online E-Recruitment system to view full details and apply for this position at www.usprecruits.usp.ac.fj Manual and emailed applications are no longer accepted. Candidates may request further information from the Human Resources Office; tel: 3232072; email: hrhelp@usp.ac.fj or personnel@usp.ac.fj

Closing date for applications: 17 October 2018

Please also include the following documents in your application: Cover letter and Resume clearly addressing key Selection Criteria, academic transcript and names of three referees, one of which must be your current or most recent direct work supervisor.