



POSITION DESCRIPTION

The University of Papua New Guinea

<u>DETAILS OF POSITION</u>	POSITION NO.: 233041
SCHOOL/OFFICE: School of Business and Public Policy	CLASSIFICATION: NN6
DIVISION: Administration	POSITION TITLE: Data Entry Clerk/Secretarial Clerk
BRANCH: Administration	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Executive Officer
SECTION: N/A	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: NIL
LOCATION: School of Business and Public Policy, Waigani Campus	

ROLES AND RESPONSIBILITIES OF POSITION

The Data Entry Clerk / Secretarial Clerk provides essential administrative and secretarial assistance to the Executive Officer and the wider SBPP team. This role is responsible for supporting student administration, academic staff, and office operations through accurate data entry, records management, meeting coordination, and event support. The position plays a key role in ensuring the smooth operation of the School's academic and administrative functions.

KEY DUTIES AND RESPONSIBILITIES:

1. Act as the first point of contact for students regarding academic and administrative matters.
2. Provide accurate information on enrolment, timetables, registration, and academic schedules.
3. Assist with the enrolment and registration of new and continuing students.
4. Verify and process student admission documents in coordination with Student Services.
5. Coordinate examination schedules with teaching staff and the central registry.
6. Prepare and distribute exam materials securely.
7. Assist with entry of grades and results into the university's Student Management System (SMS).
8. Maintain up-to-date physical and digital student records.
9. Track academic progression, and update changes such as deferments or withdrawals.
10. Provide typing, printing, photocopying, and other administrative assistance to lecturers.
11. Organize assignment submissions and assist in collecting and returning marked work.
12. Take minutes and provide admin support for departmental meetings.
13. Enter and update student data in SMS and other relevant systems.
14. Ensure accuracy, confidentiality, and integrity of academic records.
15. Assist in compiling reports on enrolment, performance, and other academic metrics.
16. Support audits and reviews by maintaining clean, accurate data records.
17. Serve as a communication bridge between students, faculty, and the school office.
18. Disseminate official communications, notices, and schedules in a timely manner.
19. Schedule and organise meetings, prepare agendas, record minutes, and follow up on action items.