



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: 303013
SCHOOL/OFFICE: Academic & Student Administration	CLASSIFICATION:
DIVISION/STRAND: Academic & Student Administration Division	POSITION TITLE: Records Clerk (CC2)
BRANCH: N/A	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Senior Assistant Registrar (Examination/Graduation)
SECTION: Examination/Graduation	HIGHEST SUBORDINATE CLASSIFICATION & POSITION: Deputy Registrar (Academic)
LOCATION: Student Services Building	

ROLES AND RESPONSIBILITIES OF POSITION

RESPONSIBILITIES

1. Responsible to the Deputy Registrar (Academic) & Senior Assistant Registrars
2. Liaise with the ICT Services
3. Update Academic Transcripts
4. Liaise with sponsors
5. Create personal file of students
6. Oversee archiving of files
7. Treat all the queries as to the academic record matters
8. Perform other duties as assigned.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

1. A minimum of Diploma qualification.
2. Have at least 3-5 years' experience in similar role.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Sound knowledge of the University Policies & Procedures, By-Laws and Statues.
2. Demonstrate the ability to work under pressure and meet deadlines
3. Must be computer literate (especially, Microsoft Word, Excel, PPT and Access).
4. Possess excellent communication and interpersonal skills.
5. Has high level of integrity.
6. An honest and trustworthy.
7. Experience in handling Student Records

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS