



## POSITION DESCRIPTION

### The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	<b>POSITION NO.:</b> 303014
<b>SCHOOL/OFFICE:</b> Academic & Student Administration	<b>CLASSIFICATION:</b>
<b>DIVISION/STRAND:</b> Academic & Student Administration Division	<b>POSITION TITLE:</b> Records Clerk (CC4)
<b>BRANCH:</b> N/A	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Senior Assistant Registrar (Examination/Graduation)
<b>SECTION:</b> Examination/Graduation (Student Records)	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b> Deputy Registrar (Academic)
<b>LOCATION:</b> Student Services Building	

### ROLES AND RESPONSIBILITIES OF POSITION

#### RESPONSIBILITIES

1. Act as Secretary to Committees, as requested by the Deputy Registrar, Academic.
2. In consultation with the IT Manager and in consultation with the DRA, record of the following must be received and kept:
  - a) New students Registration
  - b) Record of discontinued or withdrawn students
  - c) Record of discontinued or withdrawn students
  - d) Changes to registration data
  - e) Changes to courses
  - f) Student discipline records
  - g) Examination results
  - h) Students graduated
  - i) Update past results
3. Guide and supervise the Students Records Assistants in maintaining a secure filing system for computer print outs
4. Guide and supervise the student records assistants in maintaining a secure manual filing system
5. Supervise the production of copies of student transcript for and on behalf of individual students
6. Report to the DRA, at least monthly on the development, maintenance and operation and control of the student records system.
7. Advise the DRA on the development of a computerised record system and the extent to which the manual records system may be discontinued.
8. Implement and develop the computerised system.
9. Ensure that the student record assistants have received clear instructions and are given sufficient guidance to undertake work delegated to him or her.
10. Perform other duties assigned by the deputy registrar Academic.

### 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

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**HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

UPNG FILE NO.	DATE OF VARIATION	DETAILS