

Role:	Academic Administrator
Name of incumbent:	
Accountable to:	The Faculty Manager
Job Grade:	C1
Main purpose of this role:	To provide quality assistance to clients and ensure student data integrity.

Key Performance Areas/ Responsibilities:	
<p>CORE</p> <p>KPA 1 – Quality Assure student information (30%)</p> <ul style="list-style-type: none"> ● Coordinate the student information system across all qualifications ● Ensure compliance with student records policy ● Run annual audits on student records ● Assisting with the setting up of Assessment templates ● Accurate recording of all assessment results ● Process grades and print transcripts for graduates ● Interpret and apply academic regulations per student prospectus ● Manage/ track assessment dates, submissions and results from lecturers and convenors. ● Conduct the pre-registration, registration and de-registration process of students (signed off by the Dean) ● Prepare, publish and distribute examination and supplementary examination timetables ● Plan and coordinate examination and supplementary examination processes ● Assist with sourcing and training of invigilators and moderators ● Assign/prepare exam venues ● Manage review and re-mark process ● Update and maintenance of student information ● Manage aegrotat process (question paper to results) ● Prepare post examination script moderation and liaise with external moderators ● Reporting/regular data integrity checks to the Faculty Manager ● Ensure that academic integrity is maintained in the graduation process i.e. transcript and certificate numbers and printing of certificates etc. <p>KPA 2 – Relationship Management (25%)</p> <ul style="list-style-type: none"> ● Student monthly academic information sessions/topics ● Academic advice, rules and regulations in accordance with the student prospectus. ● Identify top achievers ● Communicate academic results to students ● Receive and respond to correspondence - own and sections as required ● Establishing and maintaining relationships with course convenors, lecturers and moderators <p>KPA 3: Admin Support in Appointment of Lecturers/ Tutors (15%)</p>	

- Collaborate with core Faculty staff to recruit adjunct faculty and tutors
- Maintain relationships with corporate and individual L&T.
- Administration of recruitment documentation and contracts
- Assist with Bi-Annual evaluation (360 degree evaluations and record of contractor development)
- Maintain L&T records
- Process claims from L&T contractors
- Administer payment of vendors
- Design and disseminate Volunteer Induction Handbook
- Copy and print tests assignment, examination papers and learning material

KPA 4: Logistics Support (10%)

- Booking of accommodation and transfers for external visitors to Department
- Manage logistics for Department events
- Manage Department resources (e.g. markers, erasers, laptops, etc.)
- Assist Recruitment with logistics for applicant testing and interviews
- Assist with Award, Scholarship and Graduation planning events
- Organise Volunteer breakfasts

KPA 5: Timetable (10%)

- Timetable setup in Google, and MIS
- Manage classroom bookings
- Administer Student Attendance (Register preparation, condonation requests, etc.)
- Identify at risk students and report to Student Development support team
- Capture and post attendance DP in MIS

KPA 6: Monitoring and Reporting (10%)

- Process contractor payments and volunteer value of monthly donation in kind for lecturers and tutors using FMV/Budget tool
- Monthly report on attendance of students

Competencies Required:	
	<ul style="list-style-type: none"> ● Embraces and is aligned with TSIBA's philosophy and culture ● Good communication and writing skills ● Demonstrates an understanding of student life cycle and related issues ● Works well in a team ● Ability in and understanding of MS Office and MS Excel ● A commitment to being organized and having attention to detail ● The ability to learn and understand database management applications ● To be able to prioritize

Experience and Qualifications:	
	<ul style="list-style-type: none"> ● Must be extremely methodical and meticulous. Minimum of Bachelor's degree Undergraduate qualification (in) Business related field ● At least 3 years administration experience, preferable in Higher Education ● Must have valid 08 driver's license

Attitude and Fit:	
<ul style="list-style-type: none">● Proactive● Responsible● Customer-service orientated● High attention to detail aptitude● Able to work under pressure and juggle competing priorities within tight deadlines● Being able to work with different personalities and role● Embraces and is aligned with TSIBA's philosophy and culture● Committed to learning and personal development● Willing to share and transfer knowledge● Innovative and willing to try out new ideas● Independent worker● Problem-solver	

Committee Responsibilities:	
<ul style="list-style-type: none">● Serve as a member on at least 1 committee	